PFS MRT

Grant Management Reporting Tool

PreventionManagement
Reporting & Training System

USER MANUAL

VERSION 1.1

FEBRUARY 2012

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Submitting the Evaluation Report 89

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INTRODUCTION

What is the purpose of the PFS MRT system?

The PFS MRT system is a web-based system designed to help you or your organization use SAMHSA's Partnership for Success (PFS). Each PFS step (Assessment, Capacity, Planning, Implementation, and Evaluation) is displayed as a link (or button) at the top of the page. Required Progress Reports will be submitted through PFS MRT. You will work through each of these PFS steps to populate your quarterly Progress Report. In addition to submitting reports, you will be able to use PFS MRT as a way to manage your grant.

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TIPS FOR USING THE SYSTEM EFFECTIVELY

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 X 768 pixels or larger. If your screen resolution is smaller (800 X 600 pixels) everything on the screen will appear larger. If you use 800 X 600 pixels, you will have to scroll more both up and down and left and right to access all the data fields.

To change your PC monitor settings, right click on the Desktop background and select Properties. Next, click on the Settings tab and move the Screen Resolution scroll bar to the right (towards 'more') to select 1024 X 768 resolution. Click the OK button at the bottom of the window to make the change effective.

Web Browser

The web browser supported by PFS MRT is Microsoft Internet Explorer (IE). Mozilla Firefox, Netscape, Safari and other browsers may not be supported by PFS MRT. They may function but not to design specifications. We recommended users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

Pop-Up Blocker

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars, and other 3rd party managing software blocks hazardous and annoying pop-up, sites like PFS MRT require pop-ups to be able to function. If your pop-up blocker is enabled, there is a possibility that PFS MRT may not function or appear properly. You should either disable the pop-up blocker while using PFS MRT (while remembering to enable it, if desired, when not in PFS MRT) or create exceptions for the pop-up blocker. This is cumbersome but may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open click the toolbar options "Tools" and then go to "Internet Options". After the "Internet Options" window is available you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If your "Block Pop-Ups" checkbox is checked, click on the "Settings" button. You can now add the PFS MRT link to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from PFS MRT.

*Notes: These are instructions for Internet Explorer 7.0 and may be different for other Internet Explorer versions.

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Application Navigating

PFS MRT is set up in such a fashion that moving from top to bottom of each page and section to section on the Menu is the best approach to using the system. You must start at Assessment, filling in all of the information for that module (all pages and submenus), before moving on to Capacity and the other Menu items. Continuing in this manner will ensure that all of the forms in the systems have enough information to function correctly. If certain forms have not been completed you may have difficulty completing other forms. You also must save each form before moving onto the next form by clicking the

(Save) button located at the bottom of the form.

Computer Keys

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	Mouse cursor	Points to desired location
	TAB key	Moves the cursor to the next data field
	SHIFT key + TAB key	Moves the cursor to the previous data field
	Control (CTRL) key	Enables blocked material to open (due to pop-up blocker)
	MOUSE	Moves the cursor by pointing and clicking

Entering data into PFS MRT can be made easier by using the “TAB” key on the keyboard. The “TAB” key advances the cursor to the next data field. You can go from the current field to the previous field by holding “SHIFT” and pressing “TAB” (SHIFT + TAB). You can also navigate through the fields by using the mouse.

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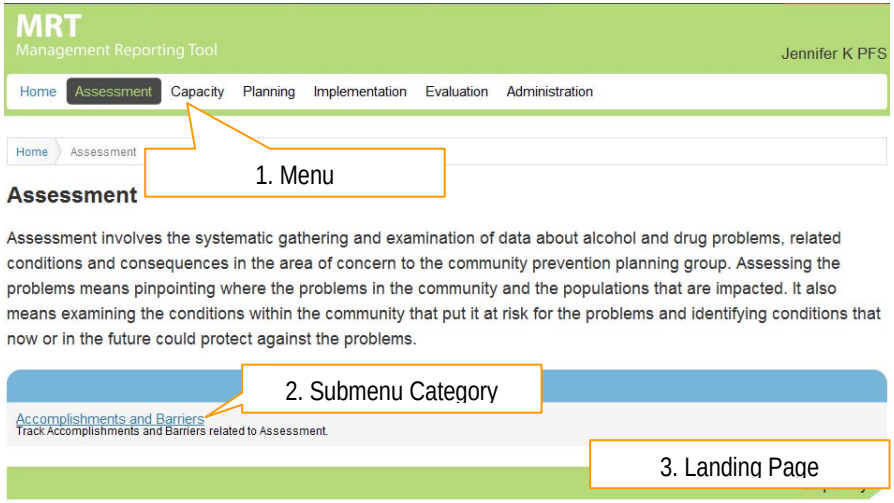
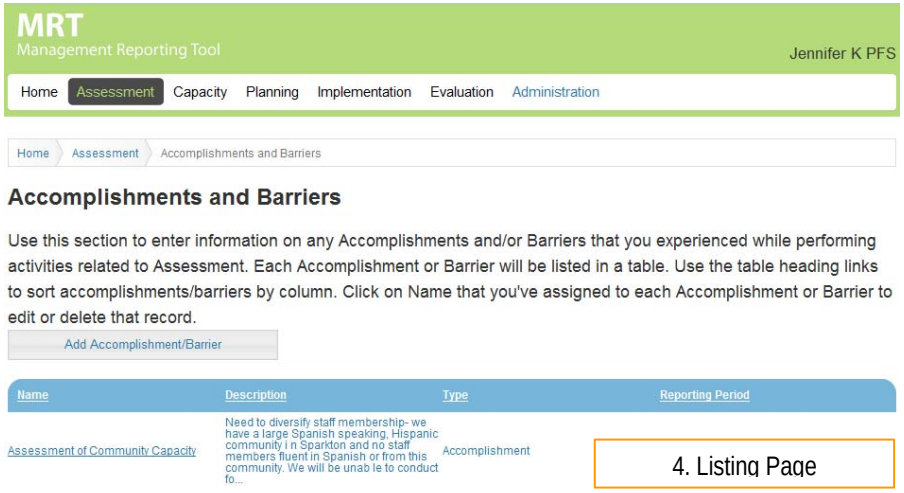
Menu Information

You can access the six (6) main areas by using the Menu or the links from the Home page. The Menu for PFS MRT is located near the top of the screen. The Menu includes links to the six (6) main areas of PFS MRT. Clicking on a link brings you to the corresponding page (called a Landing Page) which displays the submenu modules for that area as links to access the module. Once a module is selected from a Landing Page, the module's Listing Page will be available to add new data or modify existing data. (For more information on Landing Pages and Listing Pages, see the Landing Pages and Listing Pages sections of this manual.)

1. Menu	Constant (unchanging). Available at all times.
2. Submenu Category	Varies depending on which Menu link is selected.
3. Landing Page	Varies depending on which Menu link is selected. Displays the Submenu.
4. Listing Page	Varies depending on which Submenu category link is selected.


MRT
Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
1. Menu
Assessment
Assessment involves the systematic gathering and examination of data about alcohol and drug problems, related conditions and consequences in the area of concern to the community prevention planning group. Assessing the problems means pinpointing where the problems in the community and the populations that are impacted. It also means examining the conditions within the community that put it at risk for the problems and identifying conditions that now or in the future could protect against the problems.
2. Submenu Category
Accomplishments and Barriers
Track Accomplishments and Barriers related to Assessment.
3. Landing Page

Screenshot displaying the Menu and a Landing Page


MRT
Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Accomplishments and Barriers
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Assessment. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click on Name that you've assigned to each Accomplishment or Barrier to edit or delete that record.
Add Accomplishment/Barrier
Name
Description
Type
Reporting Period
Assessment of Community Capacity
Need to diversify staff membership- we have a large Spanish speaking, Hispanic community i n Sparkton and no staff members fluent in Spanish or from this community. We will be unab le to conduct fo...
Accomplishment
4. Listing Page

Sample screenshot displaying a Listing Page

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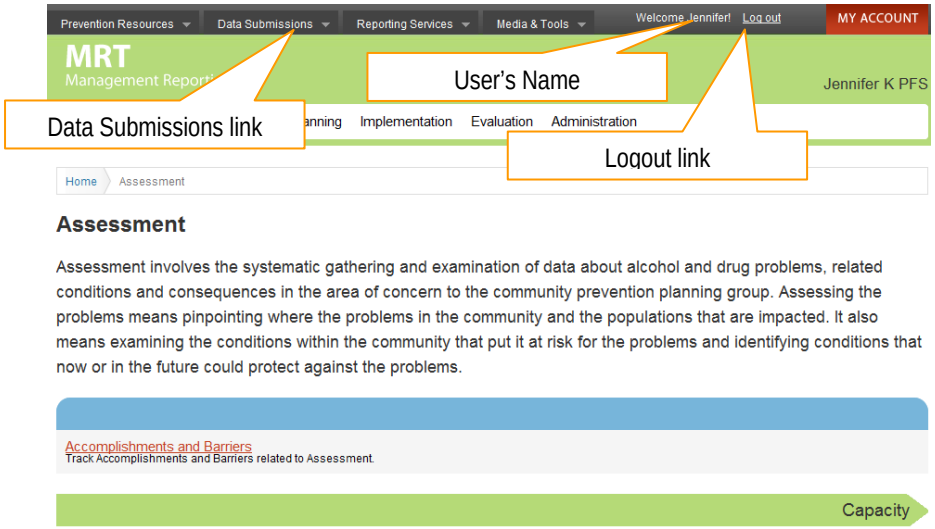
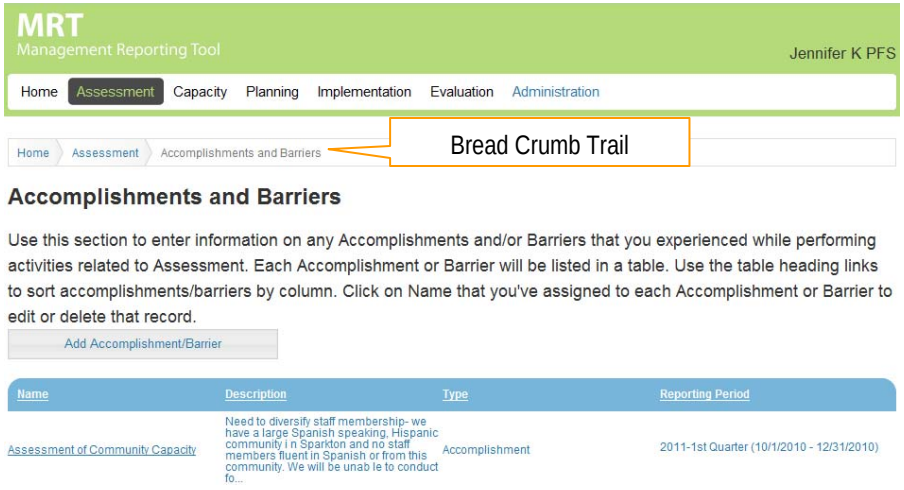
Above the Menu provides links to Logout of the system. The Data Submissions tab is available to switch between different applications that the username has access to. The user's name is also displayed.


Prevention Resources
Data Submissions
Reporting Services
Media & Tools
Welcome Jennifer! Log out
MY ACCOUNT
MRT
Jennifer K PFS
User's Name
Data Submissions link
Implementation
Evaluation
Administration
Logout link
Home
Assessment
Assessment
Assessment involves the systematic gathering and examination of data about alcohol and drug problems, related conditions and consequences in the area of concern to the community prevention planning group. Assessing the problems means pinpointing where the problems in the community and the populations that are impacted. It also means examining the conditions within the community that put it at risk for the problems and identifying conditions that now or in the future could protect against the problems.
Accomplishments and Barriers
Track Accomplishments and Barriers related to Assessment.
Capacity

Screenshot displaying main menu

Bread Crumb Trail

A Bread Crumb Trail is provided to indicate where you currently are in the system. The links provided in the Bread Crumb Trail allow you to go to the previous page you were on.


MRT
Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Accomplishments and Barriers
Bread Crumb Trail
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Assessment. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click on Name that you've assigned to each Accomplishment or Barrier to edit or delete that record.
Add Accomplishment/Barrier
Name
Description
Type
Reporting Period
Assessment of Community Capacity
Need to diversify staff membership- we have a large Spanish speaking, Hispanic community i n Sparkton and no staff members fluent in Spanish or from this community. We will be unab le to conduct fo...
Accomplishment
2011-1st Quarter (10/1/2010 - 12/31/2010)

Sample screenshot displaying a Bread Crumb Trail

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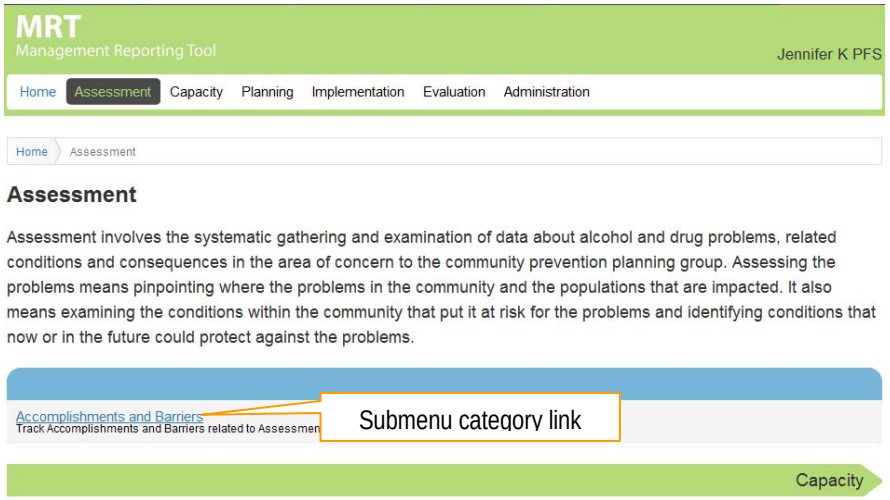
Landing Pages

A Landing Page is the main page of each of the main sections, or modules (Assessment, Capacity, Planning, Implementation, Evaluation, and Administration) within PFS MRT. The Landing Page contains the links for each module (Submenu category) within the section. No data is entered on a Landing Page.


MRT
Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Assessment
Assessment involves the systematic gathering and examination of data about alcohol and drug problems, related conditions and consequences in the area of concern to the community prevention planning group. Assessing the problems means pinpointing where the problems in the community and the populations that are impacted. It also means examining the conditions within the community that put it at risk for the problems and identifying conditions that now or in the future could protect against the problems.
Accomplishments and Barriers
Track Accomplishments and Barriers related to Assessmen
Submenu category link
Capacity

Screenshot displaying a Landing Page

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Listing Pages

A Listing Page is the main page of each module (Submenu category) within the main sections of PFS MRT. A Listing Page contains either all data that have been entered for the module or a portion of the data that has been entered with links to view/edit the previously recorded data in its entirety. No data is entered on a Listing Page.

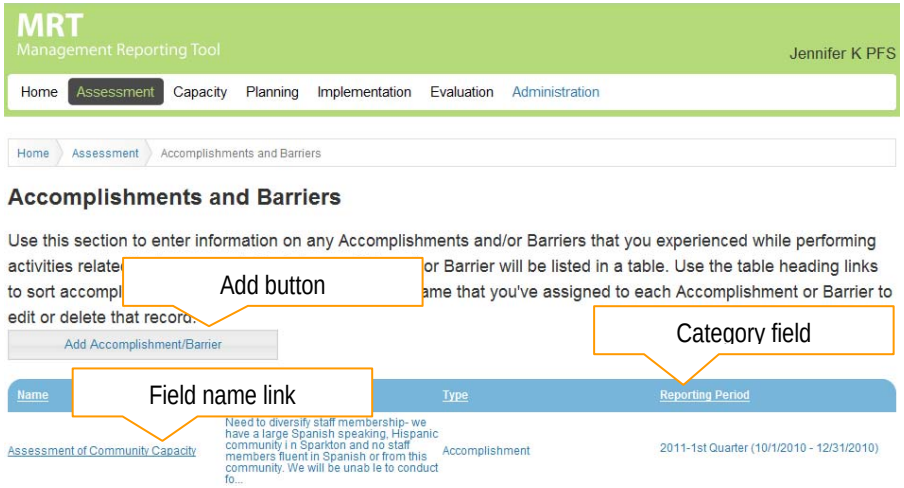
There are two types of Listing Pages in PFS MRT:

1. Grid View
2. Single Form View

Grid View:

The Grid View displays the data in tables. Multiple data is entered and saved when a Grid View Listing Page is available. Specific pieces of data will be displayed within the grid based on the fields within the Edit Form (see the Edit Forms section of this manual for details on the Edit Form).

- An Add (Add) button will be available above the grid to create multiple data entries (records).
- Clicking on a field name link located to the left within the grid will allow you to view/edit the data.


MRT
Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Accomplishments and Barriers
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing
activities relate
or Barrier will be listed in a table. Use the table heading links
to sort accompl
ame that you've assigned to each Accomplishment or Barrier to
edit or delete that record.
Add button
Category field
Add Accomplishment/Barrier
Field name link
Name
Type
Reporting Period
Assessment of Community Capacity
Need to diversify staff membership- we have a large Spanish speaking, Hispanic community i n Sparkton and no staff members fluent in Spanish or from this community. We will be unab le to conduct fo...
Accomplishment
2011-1st Quarter (10/1/2010 - 12/31/2010)

Sample screenshot displaying a "Grid View" Listing Page

Tips

- Clicking on a field name in a Category field (e.g., Name) will allow you to sort through your data in ascending or descending order.
- If you are entering data for the first time, the grid will appear empty.

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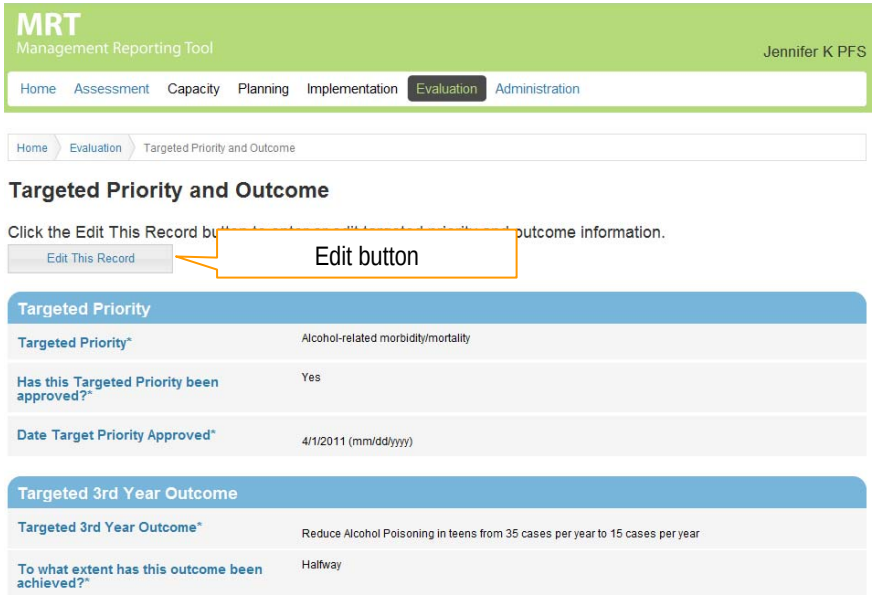
Single Form View:

The Single Form View is used when the data entered is updated periodically. Only one (1) form is available and edited. The Single Form View displays the data fields on the Edit Form (see the Edit Forms section of this manual for details on the Edit Form).

- An Edit This Record (**Edit**) button will be available to modify the data.

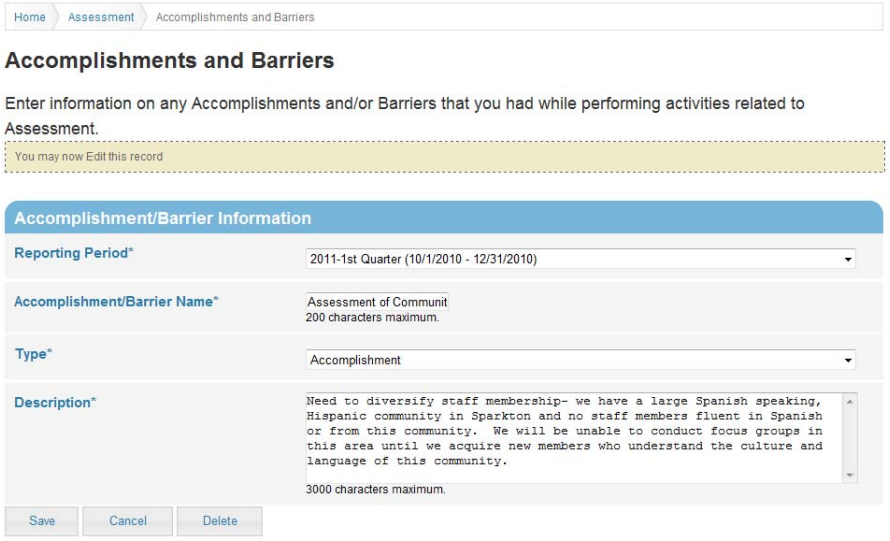


Sample screenshot displaying a "Single Form View" Listing Page

Edit Forms

The Edit Form contains the fields for entering and editing data.

- If you clicked the Add (**Add**) button to enter new information into a form, the Edit Form data fields will be blank.
- When selecting a field name link to view existing data, the Edit Form data fields will display the data that was entered/selected previously. These fields may be modified, if needed.


Home
Assessment
Accomplishments and Barriers
Accomplishments and Barriers
Enter information on any Accomplishments and/or Barriers that you had while performing activities related to Assessment.
You may now Edit this record
Accomplishment/Barrier Information
Reporting Period*
2011-1st Quarter (10/1/2010 - 12/31/2010)
Accomplishment/Barrier Name*
Assessment of Communit
200 characters maximum.
Type*
Accomplishment
Description*
Need to diversify staff membership- we have a large Spanish speaking, Hispanic community in Sparkton and no staff members fluent in Spanish or from this community. We will be unable to conduct focus groups in this area until we acquire new members who understand the culture and language of this community.
3000 characters maximum.
Save
Cancel
Delete

Sample screenshot displaying an Edit Form for existing data

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Data Fields and Buttons

In PFS MRT there are several fields, boxes, and buttons that are used to collect, store, and organize data.

Here are some examples:

Type	Preview/Description
Text Field (aka text box)	
Drop Down List (aka dropdown menu)	Select One
Radio Buttons	selected not selected
Check Boxes	checked unchecked
Required Fields	**Date Established*** (mm/dd/yyyy)
Calendar	(See the Calendar Feature section for instructions.)

If a required field does not have data entered into it and you try to save the form you will receive a message that informs you of the field vacant of data and you will not be able to save that form until that field has data. Some or all of the fields may be required in order to save a form. Those fields that are required are **bold** and marked with an asterisk (*).

Tips

- You must click the Save (Save) button before moving on to the next section in the system.
- To select multiple data options at one time from a list box, hold the control (CTRL) key on your keyboard while simultaneously left clicking the mouse on any of the data options that you'd like to include in your entry.

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Calendar Feature

Dates can be entered in two different ways: 1) typing the date directly into the field or 2) using the **Calendar** feature. The **Calendar** can be used as an alternative option to entering a date directly into a date field.

1. When you select a date field, a calendar displaying the current month and year will display below the date field.
2. Select the date by clicking on a number within the calendar.
3. The calendar will close and the date will appear within the date field.

*Note: You can also change the month by clicking the arrows to the right and left of the Month/Year. Clicking the arrow will take you to the previous month whereas clicking the arrow will take you to the next month.

For instance, the current month displaying is March. Clicking the arrow will take you to February whereas clicking the arrow will take you to April.

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Edit Form Buttons

Information is entered and edited through the Edit Form. The table below summarizes the buttons used to enter and edit data into an Edit Form.

Button	Description
Add	Must be selected to add new information to an Edit Form
Edit This Record	Allows the Edit Form fields to be “open” for modification
Delete	Removes the information (data) from the PFS MRT database
Save	Adds the information (data) to the PFS MRT database
Capacity.	Cancels the Add or Edit without saving the information (data) entered

Additional Feature Buttons

Within the MRT Application are icons offering additional help to the user. Click on one of the icons to receive the help needed.

	Provides information on the desired topic

Below are some additional buttons that may appear within a form:

Submit	Forwards the approved information to the appropriate parties for further consideration.
Export	Downloads the selected file into the desired format.

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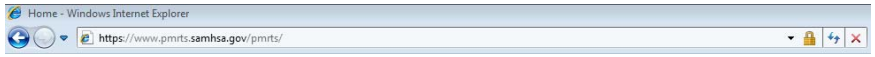
LOGIN PROCEDURE

Connect to the Internet using an internet browser (e.g., Internet Explorer).

In the Address (location) box, type in the following address and press Enter:

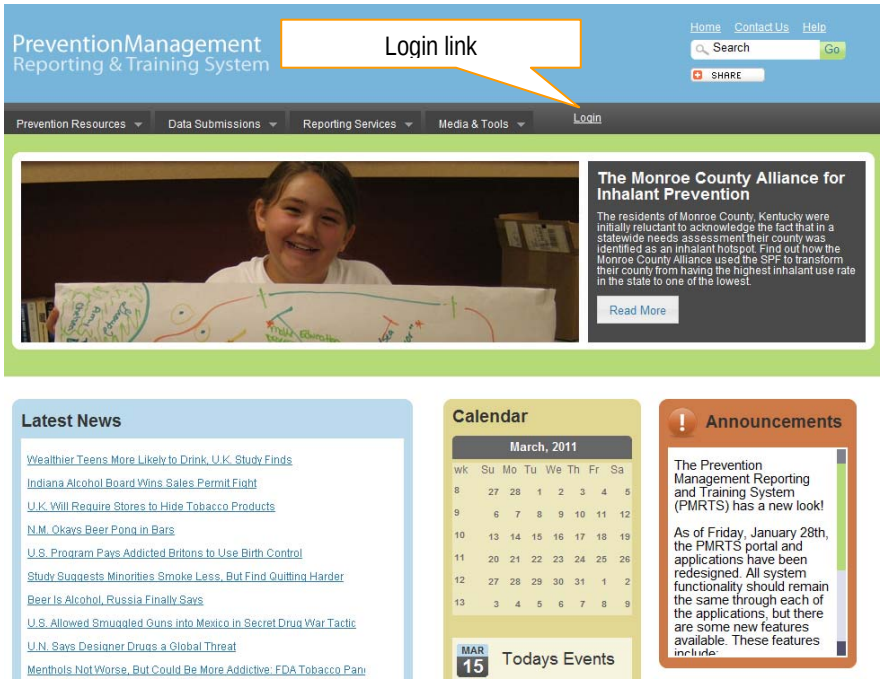
https://www.pmrts.samhsa.gov/pmrts/



Screenshot displaying the URL in Internet Explorer – this is a partial screenshot

To access PFS MRT, you will login through the Prevention Management Reporting and Training System website.

1. Click the Login (**Login**) link located at the top right hand corner of the screen.


PreventionManagement
Reporting & Training System
Login link
Home
Contact Us
Help
Search
Go
SHARE
Prevention Resources
Data Submissions
Reporting Services
Media & Tools
Login
The Monroe County Alliance for Inhalant Prevention
The residents of Monroe County, Kentucky were initially reluctant to acknowledge the fact that in a statewide needs assessment their county was identified as an inhalant hotspot. Find out how the Monroe County Alliance used the SPF to transform their county from having the highest inhalant use rate in the state to one of the lowest.
Read More
Latest News
Wealthier Teens More Likely to Drink, U.K. Study Finds
Indiana Alcohol Board Wins Sales Permit Fight
U.K. Will Require Stores to Hide Tobacco Products
N.M. Okays Beer Pong in Bars
U.S. Program Pays Addicted Britons to Use Birth Control
Study Suggests Minorities Smoke Less, But Find Quitting Harder
Beer Is Alcohol, Russia Finally Says
U.S. Allowed Smuggled Guns into Mexico in Secret Drug War Tactic
U.N. Says Designer Drugs a Global Threat
Menthols Not Worse, But Could Be More Addictive: FDA Tobacco Pan
Calendar
March, 2011
Todays Events
MAR
15
Announcements
The Prevention Management Reporting and Training System (PMRTS) has a new look!
As of Friday, January 28th, the PMRTS portal and applications have been redesigned. All system functionality should remain the same through each of the applications, but there are some new features available. These features

Screenshot displaying the PMRTS Home Page – this is a partial screenshot

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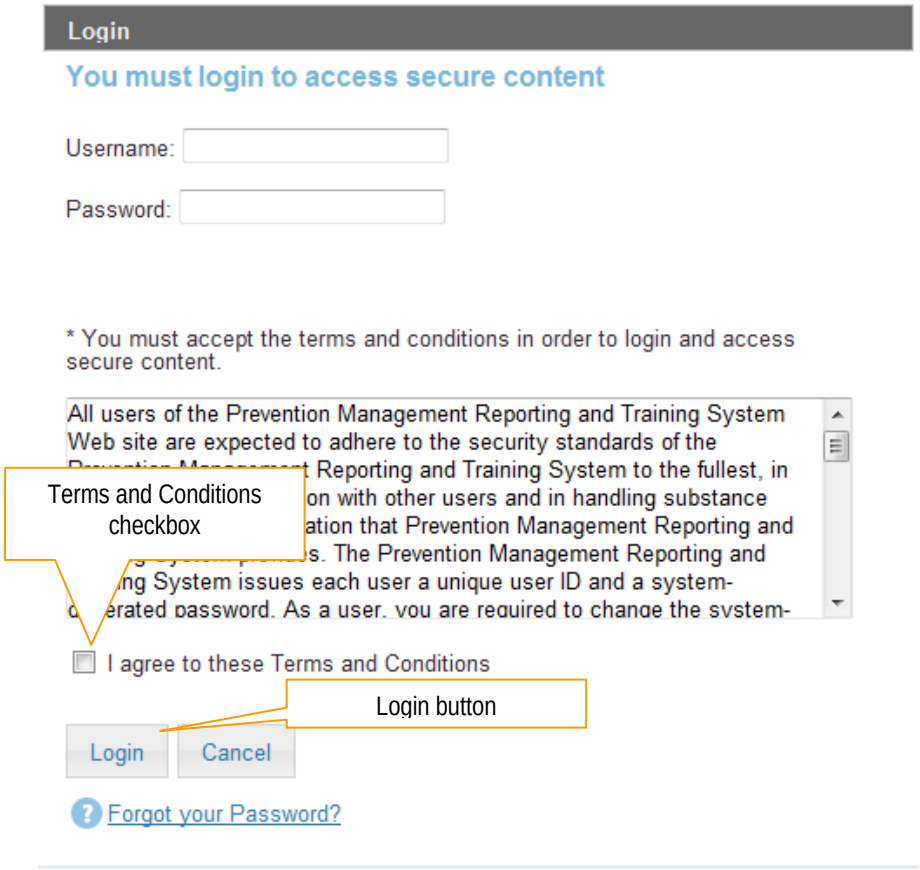
2. Type the login name in the **Username*** text box.
3. Type the password in the **Password*** text box.
4. Click the box that states "**I agree to these Terms and Conditions**".
5. Click the Login (**Log In**) button.
   *Note: To cancel the login process, click the Cancel (**Cancel**) button.


Login
You must login to access secure content
Username:
Password:
* You must accept the terms and conditions in order to login and access secure content.
All users of the Prevention Management Reporting and Training System Web site are expected to adhere to the security standards of the
Reporting and Training System to the fullest, in
on with other users and in handling substance
ation that Prevention Management Reporting and
s. The Prevention Management Reporting and
ng System issues each user a unique user ID and a system-
erated password. As a user, you are required to change the system-
Terms and Conditions checkbox
I agree to these Terms and Conditions
Login button
Login
Cancel
Forgot your Password?

Screenshot displaying the Login page

Tips

- The **Username** is NOT case sensitive.
- The **Password** IS case sensitive.

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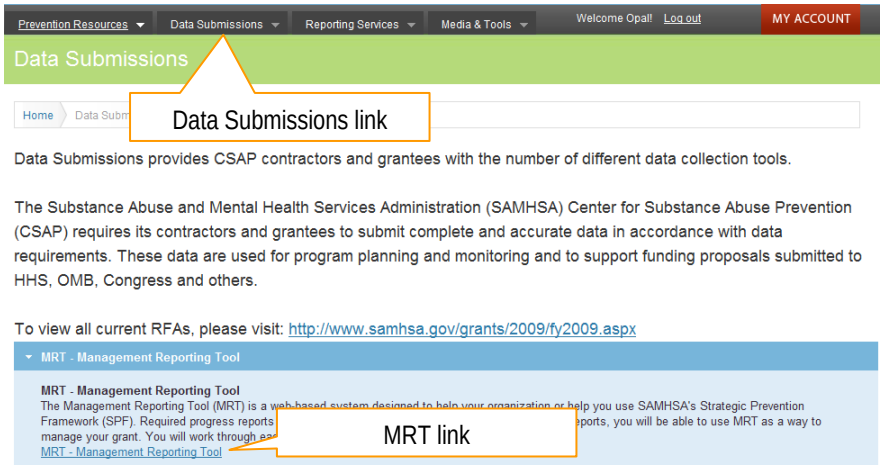
6. Click Data Submissions (Data Submissions) from the Prevention Management Menu.
7. From the *Your available systems:* box, click the MRT - Management Reporting Tool (MRT – Management Reporting Tool) link.

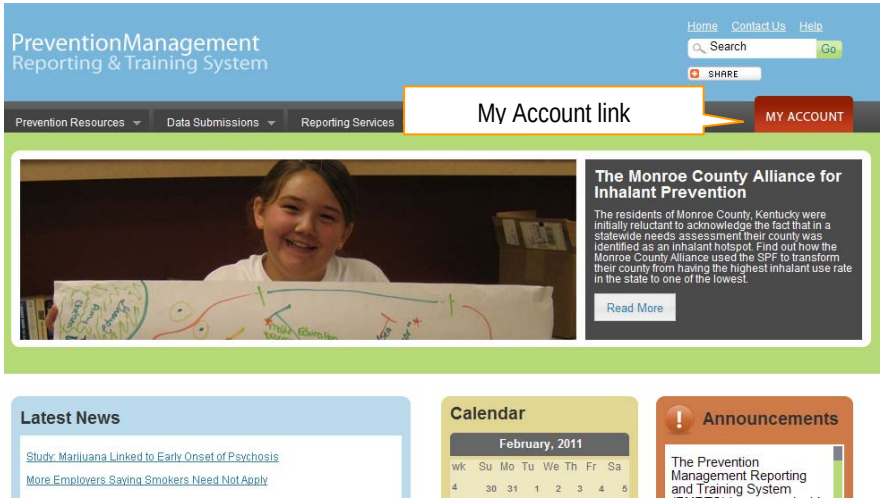

Prevention Resources
Data Submissions
Reporting Services
Media & Tools
Welcome Opal! Log out
MY ACCOUNT
Data Submissions
Home
Data Submissions link
Data Submissions provides CSAP contractors and grantees with the number of different data collection tools.
The Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Substance Abuse Prevention (CSAP) requires its contractors and grantees to submit complete and accurate data in accordance with data requirements. These data are used for program planning and monitoring and to support funding proposals submitted to HHS, OMB, Congress and others.
To view all current RFAs, please visit: http://www.samhsa.gov/grants/2009/fy2009.aspx
MRT - Management Reporting Tool
MRT - Management Reporting Tool
MRT link

Screenshot displaying the Prevention Management Data Submissions Landing Page

Change Your Password

The Change Your Password feature allows a user to change the password for the account he or she is currently logging into the system with.

1. To change your password, begin by clicking the MY ACCOUNT (My Account) button from the Prevention Management Reporting and Training System main menu.
2. Click the Change Your Password (Change Your Password) link..


PreventionManagement
Reporting & Training System
Home
Contact Us
Help
Search
Go
SHARE
Prevention Resources
Data Submissions
Reporting Services
My Account link
MY ACCOUNT
The Monroe County Alliance for Inhalant Prevention
The residents of Monroe County, Kentucky were initially reluctant to acknowledge the fact that in a statewide needs assessment their county was identified as an inhalant hotspot. Find out how the Monroe County Alliance used the SPF to transform their county from having the highest inhalant use rate in the state to one of the lowest.
Read More
Latest News
Study: Marijuana Linked to Early Onset of Psychosis
More Employers Saying Smokers Need Not Apply
Calendar
February, 2011
Announcements
The Prevention Management Reporting and Training System

Screenshot displaying the Home page – this is a partial screenshot

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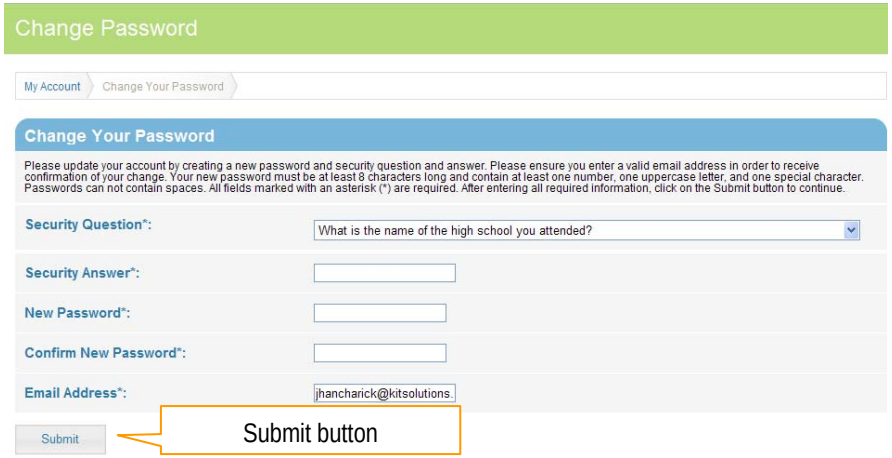
3. Select a **Security Question*** from the dropdown menu.
   ***Note**: The Security Question will be used when using the Forgot Password feature to ensure the user requesting a password is legitimate.
4. Enter your answer to the selected security question in the **Security Answer*** text box.
5. Type the password you would like to use in the **New Password*** text box.
6. Retype the password in the **Confirm New Password*** text box.
7. Verify or update the email address in the **Email Address*** text box.
8. Click the Submit (**Submit**) button.


Change Password
My Account
Change Your Password
Change Your Password
Please update your account by creating a new password and security question and answer. Please ensure you enter a valid email address in order to receive confirmation of your change. Your new password must be at least 8 characters long and contain at least one number, one uppercase letter, and one special character. Passwords can not contain spaces. All fields marked with an asterisk (*) are required. After entering all required information, click on the Submit button to continue.
Security Question*:
What is the name of the high school you attended?
Security Answer*:
New Password*:
Confirm New Password*:
Email Address*:
jhancharick@kitsolutions.
Submit
Submit button

Sample screenshot displaying the Change Your Password page

Tips

- The **User Name** is NOT case sensitive.
- The **Password** IS case sensitive. The Password must fill the following requirements:
  - Minimum length: 8 characters
  - At lease one (1) upper case letter
  - At least one (1) lower case letter
  - At least one (1) of the following special characters: !@#$%^&
- You will be required to change your password every 90 days.

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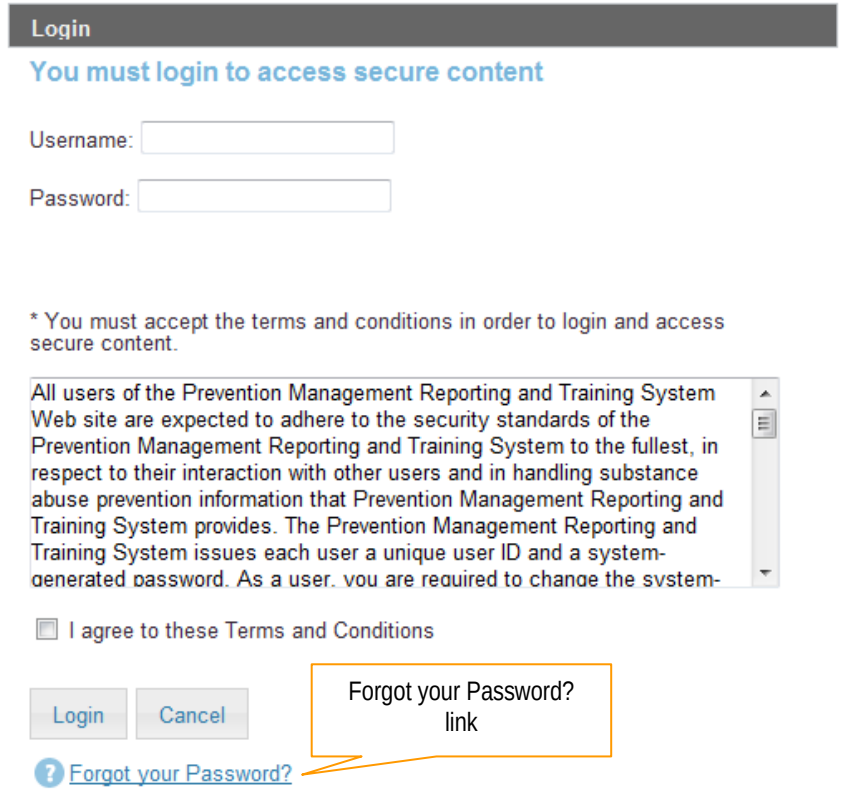
Forgot Your Password?

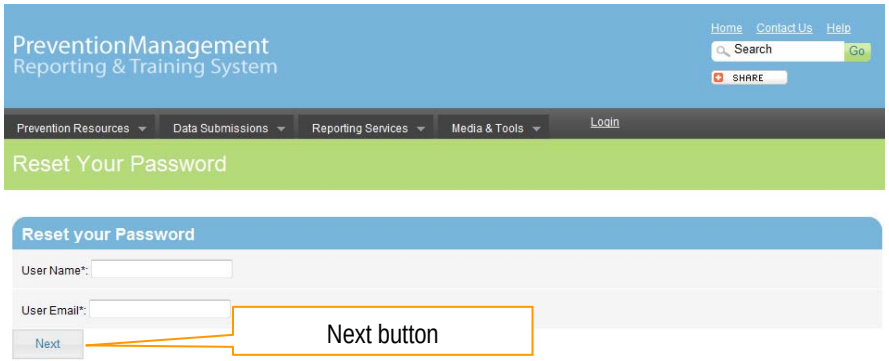
If you are unable to log into PFS MRT due to forgetting your password, you can retrieve this information at the login page.

1. On the Login page, click the Forgot your Password? (Forgot your Password?) link.


Login
You must login to access secure content
Username:
Password:
* You must accept the terms and conditions in order to login and access secure content.
All users of the Prevention Management Reporting and Training System Web site are expected to adhere to the security standards of the Prevention Management Reporting and Training System to the fullest, in respect to their interaction with other users and in handling substance abuse prevention information that Prevention Management Reporting and Training System provides. The Prevention Management Reporting and Training System issues each user a unique user ID and a system-generated password. As a user, you are required to change the system-
I agree to these Terms and Conditions
Login
Cancel
Forgot your Password?
Forgot your Password? link

Screenshot displaying the Login page

2. Type the login name in the User Name* text box.
3. Type the email address of the user who is associated with the User Name in the User Email* text box.
   *Note: This must be a valid email address.
4. Click the Next (Next) button.
5. On the next screen, answer the Security Question.
6. Click the Next (Next) button.



Screenshot displaying the Forgot Your Password? page

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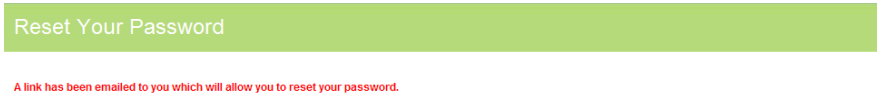
7. A new temporary password will be sent to the email address that is associated with the User Name.



Screenshot displaying the Forgot Your Password? confirmation

Tips

- If you currently do not have an account you will not be able to use the Forgot Password feature.
- If you do not receive a new temporary password, first check your junk mail and spam folders. If you still did not receive a temporary password contact Support at 1-888-DITIC-4-U (348-4248). The following reasons may be the cause: your email address has changed since the account was created, you mistyped the email address, or you are unable to receive emails from Support.
- Please add the following domain to your email safe list: @kitsolutions.net to ensure you receive emails from Support.

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Account Locked

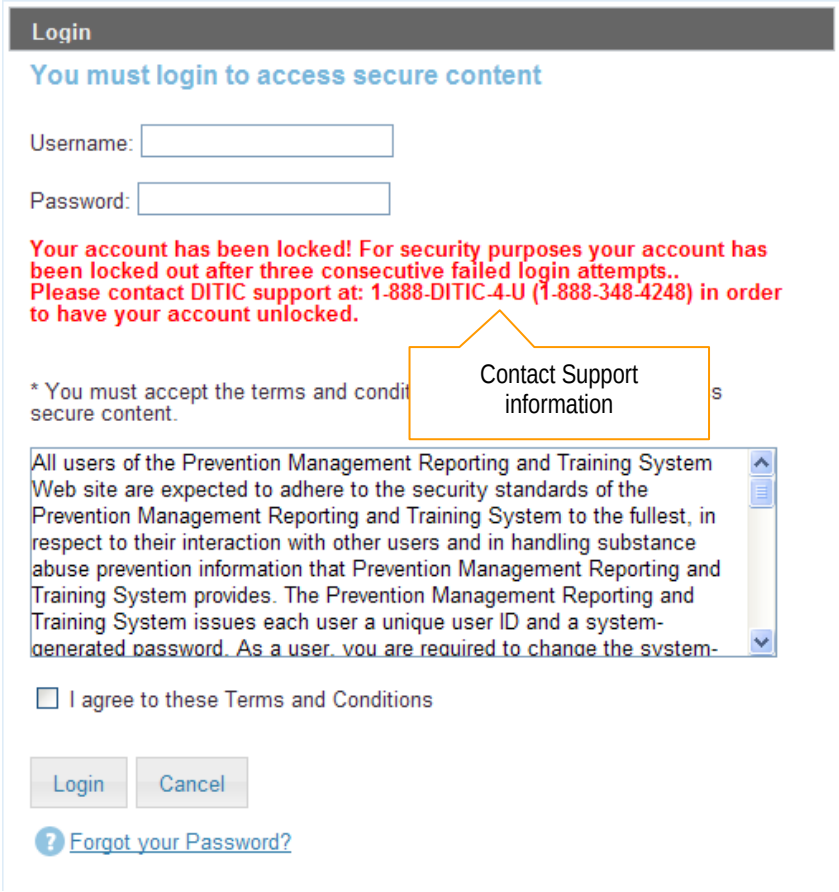
If you attempt to log into the system unsuccessfully three (3) times, you will be locked out of your account. Please contact Support to have your account unlocked.

SUPPORT CONTACT INFORMATION:

- 1-888-DITIC-4-U (348-4248)
- DITICSupport@kitsolutions.net
- Use the Contact Form on the Support Site: http://kitusers.kithost.net/support/diticsupport

Once your account is unlocked you will receive an email:

1) The email informs you that your account has been unlocked. Subject line will read: User Account has Been Unlocked


Login
You must login to access secure content
Username:
Password:
Your account has been locked! For security purposes your account has been locked out after three consecutive failed login attempts..
Please contact DITIC support at: 1-888-DITIC-4-U (1-888-348-4248) in order to have your account unlocked.
Contact Support information
* You must accept the terms and condit
s
secure content.
All users of the Prevention Management Reporting and Training System Web site are expected to adhere to the security standards of the Prevention Management Reporting and Training System to the fullest, in respect to their interaction with other users and in handling substance abuse prevention information that Prevention Management Reporting and Training System provides. The Prevention Management Reporting and Training System issues each user a unique user ID and a system-generated password. As a user, you are required to change the system-
I agree to these Terms and Conditions
Login
Cancel
Forgot your Password?

Screenshot displaying the Account Locked screen

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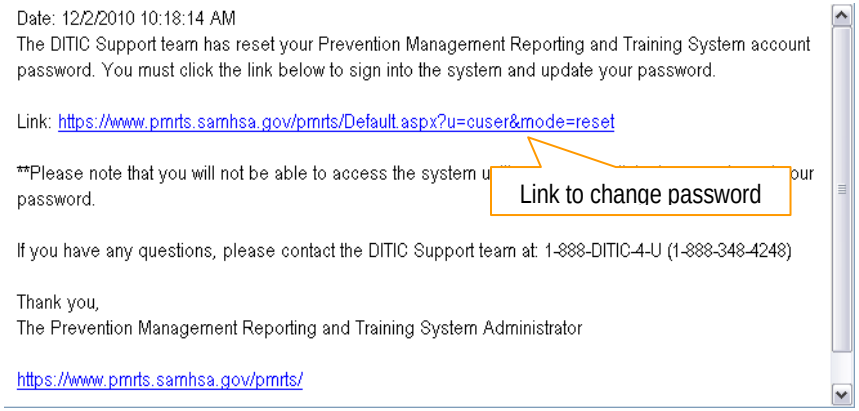
When your account is unlocked you can request Support to reset your password if you do not remember your current password.

Once your password has been reset you will receive an email:

1) The email provides you a link to reset your password.
   Subject line will read: Password Has Been Reset


Date: 12/2/2010 10:18:14 AM
The DITIC Support team has reset your Prevention Management Reporting and Training System account password. You must click the link below to sign into the system and update your password.
Link: https://www.pmrts.samhsa.gov/pmrts/Default.aspx?u=cuser&mode=reset
**Please note that you will not be able to access the system u
our password.
Link to change password
If you have any questions, please contact the DITIC Support team at: 1-888-DITIC-4-U (1-888-348-4248)
Thank you,
The Prevention Management Reporting and Training System Administrator
https://www.pmrts.samhsa.gov/pmrts/

Screenshot displaying the Password Reset email – this is a partial screenshot

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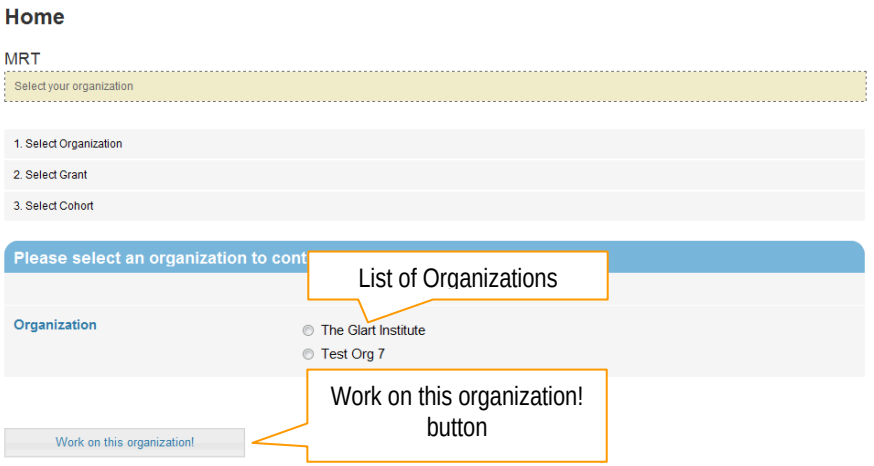
Current Organization

If you work in multiple organizations, you will have to select the organization from the list of Organizations. *This screen will not appear if you work at one (1) organization.*

1. Select the radio button next to the appropriate organization name.
2. Click the Work on this organization! (**Work on this organization!**) button.

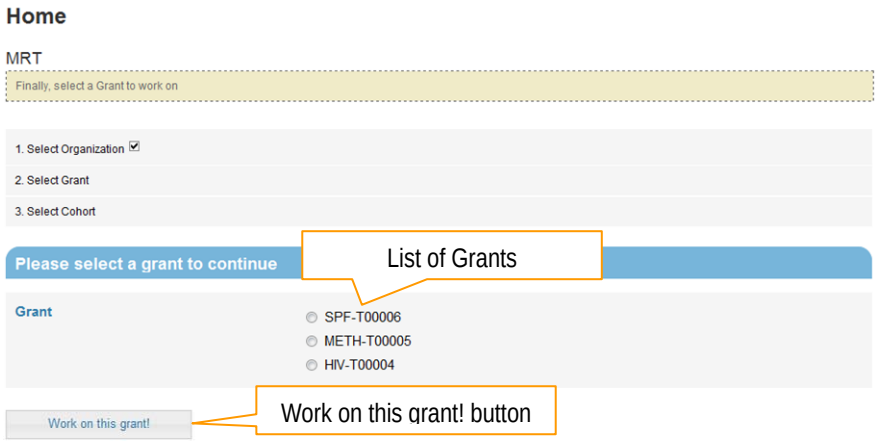


Screenshot displaying the Organization selection page

Grant Selection

If your organization works with multiple Grants, you will have to select the Grant name from the list of Grants. *This screen will not appear if you work on one (1) Grant.*

1. Select the radio button next to the appropriate Grant.
2. Click the Work on this grant! (**Work on this grant!**) button.



Screenshot displaying the Grant selection page

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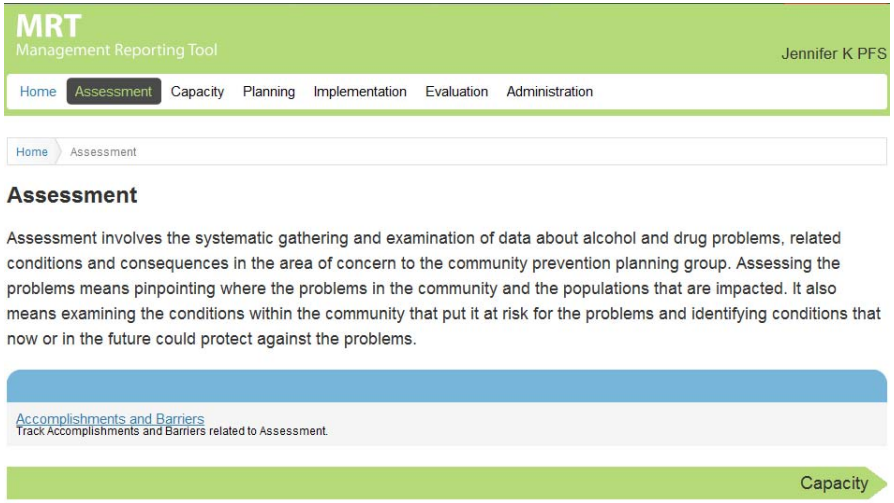
ASSESSMENT

Within the Assessment module, a user is able to perform the following task:

1. Enter, edit and delete Accomplishments and Barriers related to Assessment.


MRT
Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Assessment
Assessment involves the systematic gathering and examination of data about alcohol and drug problems, related conditions and consequences in the area of concern to the community prevention planning group. Assessing the problems means pinpointing where the problems in the community and the populations that are impacted. It also means examining the conditions within the community that put it at risk for the problems and identifying conditions that now or in the future could protect against the problems.
Accomplishments and Barriers
Track Accomplishments and Barriers related to Assessment.
Capacity

Screenshot displaying the Assessment Landing Page

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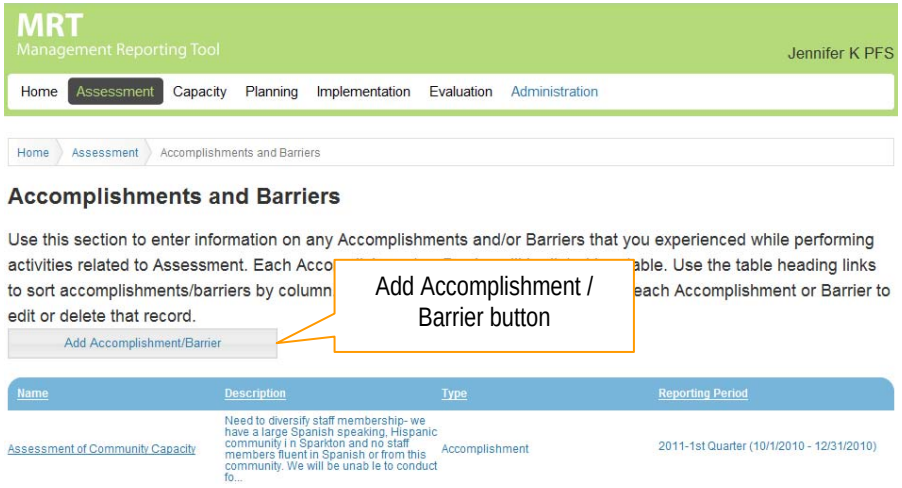
Accomplishments and Barriers

The Accomplishments and Barriers module allows the user to track their accomplishments and barriers related to assessment.

Adding an Accomplishment or Barrier

1. Click **Assessment** from the Menu.
2. Click **Accomplishments and Barriers** from the Assessment Landing Page.
3. Click the Add Accomplishment/Barrier (**Add Accomplishment/Barrier**) button.


MRT
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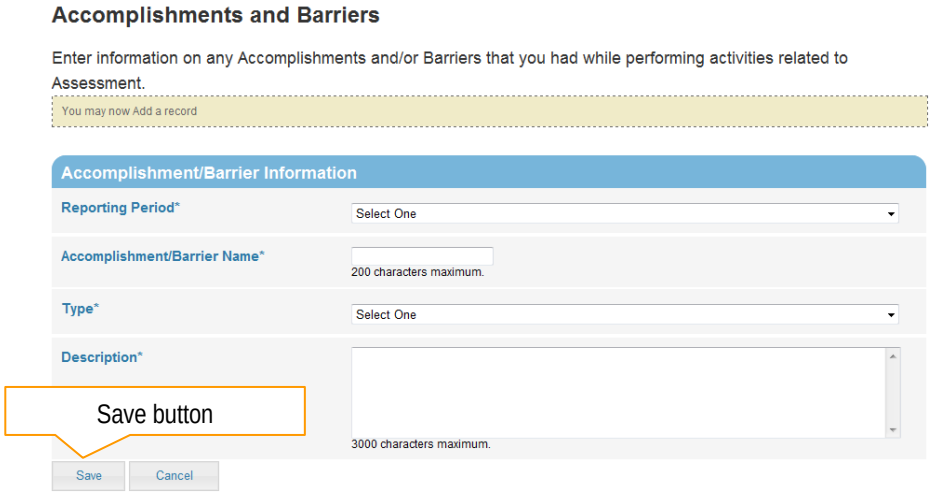
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Accomplishments and Barriers
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Assessment. Each Acco
able. Use the table heading links to sort accomplishments/barriers by column
each Accomplishment or Barrier to edit or delete that record.
Add Accomplishment/Barrier
Add Accomplishment / Barrier button
Name
Description
Type
Reporting Period
Assessment of Community Capacity
Need to diversify staff membership- we have a large Spanish speaking, Hispanic community i n Sparkton and no staff members fluent in Spanish or from this community. We will be unab le to conduct fo...
Accomplishment
2011-1st Quarter (10/1/2010 - 12/31/2010)

Sample screenshot displaying the Accomplishments and Barriers Listing Page

4. Select the reporting period this accomplishment or barrier occurred in from the **Reporting Period*** dropdown menu.
5. Enter a name form the accomplishment or barrier in the **Accomplishment/Barrier Name*** text box.
6. Select ***Accomplishment*** or ***Challenge/Barrier*** from the **Type*** dropdown menu.
7. Enter details about the accomplishment or barrier in the **Description*** text box.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Accomplishments and Barriers Edit Form

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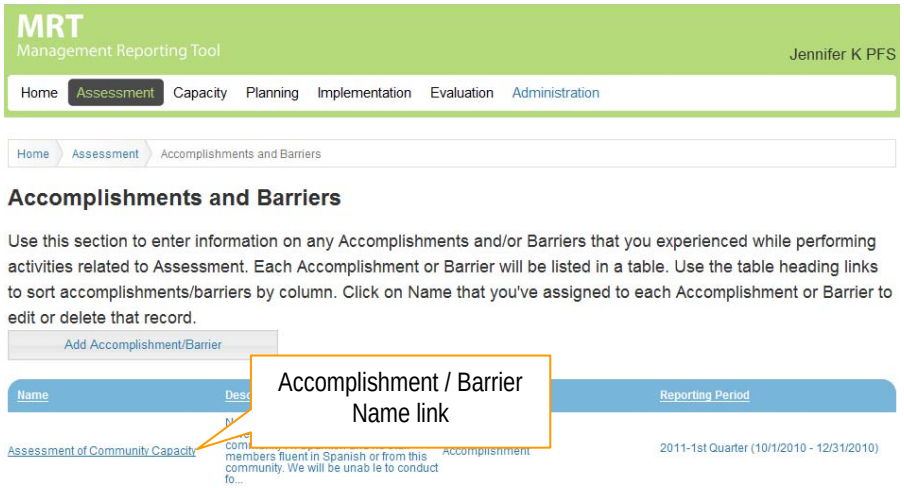
Editing an Accomplishment or Barrier

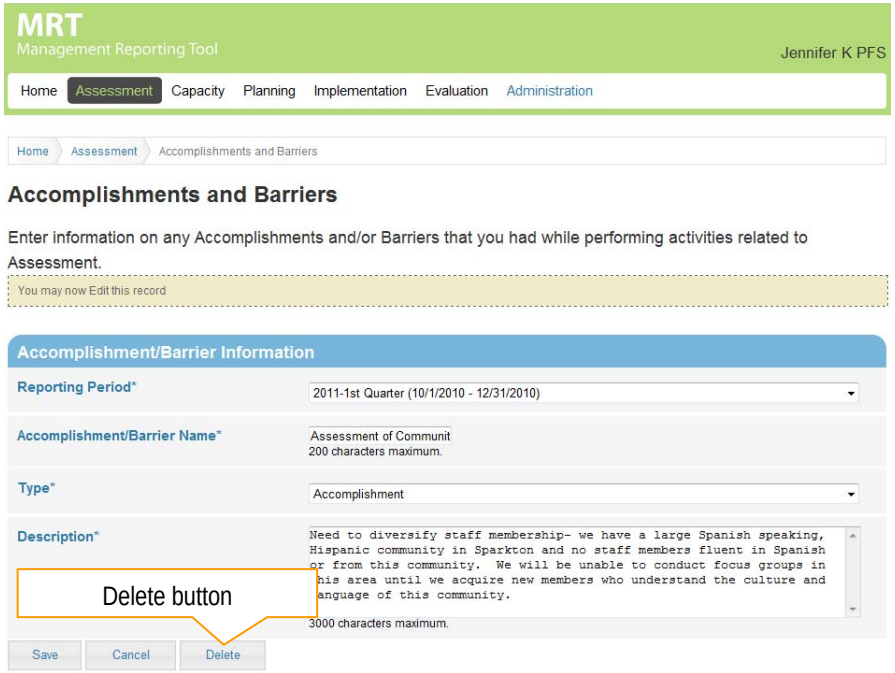
1. Click **Assessment** from the Menu.
2. Click **Accomplishments and Barriers** from the Assessment Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to edit by clicking the appropriate accomplishment/barrier Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Accomplishments and Barriers
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Assessment. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click on Name that you've assigned to each Accomplishment or Barrier to edit or delete that record.
Add Accomplishment/Barrier
Name
Reporting Period
Assessment of Community Capacity
2011-1st Quarter (10/1/2010 - 12/31/2010)
Accomplishment / Barrier Name link

Sample screenshot displaying the Accomplishments and Barriers Listing Page

Deleting an Accomplishment or Barrier

1. Click **Assessment** from the Menu.
2. Click **Accomplishments and Barriers** from the Assessment Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to delete by clicking the appropriate accomplishment/barrier Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


MRT
Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Accomplishments and Barriers
Accomplishments and Barriers
Enter information on any Accomplishments and/or Barriers that you had while performing activities related to Assessment.
You may now Edit this record
Accomplishment/Barrier Information
Reporting Period*
2011-1st Quarter (10/1/2010 - 12/31/2010)
Accomplishment/Barrier Name*
Assessment of Communit
200 characters maximum.
Type*
Accomplishment
Description*
Need to diversify staff membership- we have a large Spanish speaking, Hispanic community in Sparkton and no staff members fluent in Spanish or from this community. We will be unable to conduct focus groups in his area until we acquire new members who understand the culture and anguage of this community.
3000 characters maximum.
Delete button
Save
Cancel
Delete

Sample screenshot displaying the Accomplishments and Barriers Edit Form

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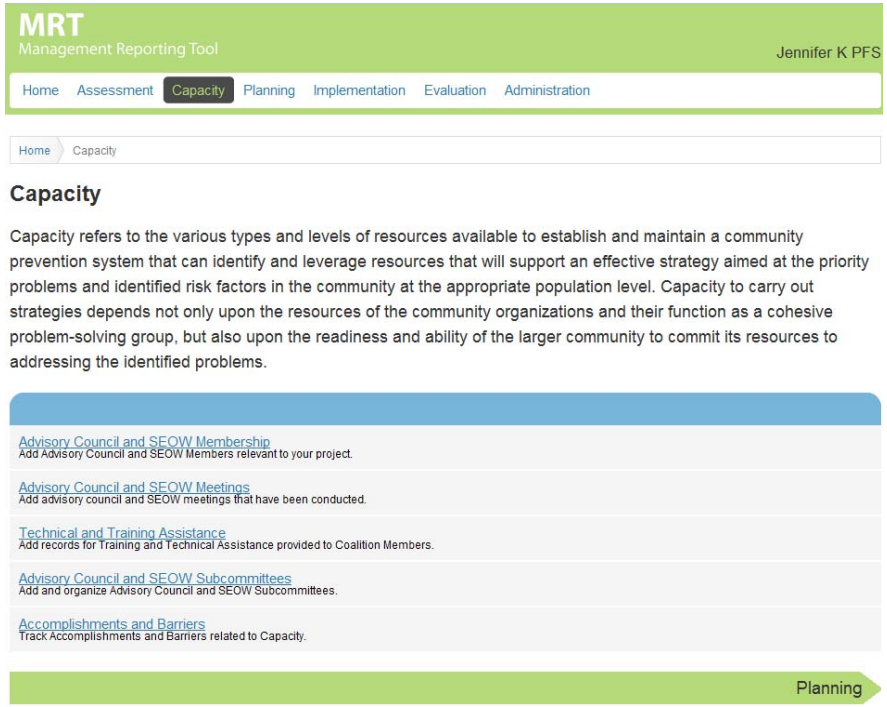
CAPACITY

Within the Capacity module, a user is able to perform the following tasks:

1. Enter, edit and delete Advisory Council and SEOW Memberships.
2. Enter, edit and delete Advisory Council and SEOW Meetings.
3. Enter, edit and delete Training and Technical Assistance.
4. Enter, edit and delete Advisory Council and SEOW Subcommittees.
5. Enter, edit and delete Accomplishments and Barriers related to Capacity.


MRT
Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Capacity
Capacity
Capacity refers to the various types and levels of resources available to establish and maintain a community prevention system that can identify and leverage resources that will support an effective strategy aimed at the priority problems and identified risk factors in the community at the appropriate population level. Capacity to carry out strategies depends not only upon the resources of the community organizations and their function as a cohesive problem-solving group, but also upon the readiness and ability of the larger community to commit its resources to addressing the identified problems.
Advisory Council and SEOW Membership
Add Advisory Council and SEOW Members relevant to your project.
Advisory Council and SEOW Meetings
Add advisory council and SEOW meetings that have been conducted.
Technical and Training Assistance
Add records for Training and Technical Assistance provided to Coalition Members.
Advisory Council and SEOW Subcommittees
Add and organize Advisory Council and SEOW Subcommittees.
Accomplishments and Barriers
Track Accomplishments and Barriers related to Capacity.
Planning

Screenshot displaying the Capacity Landing Page

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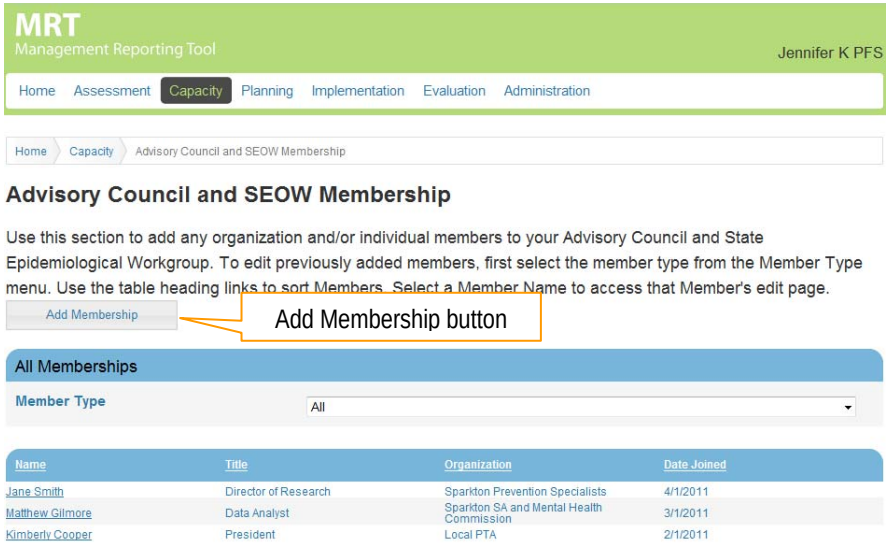
Advisory Council and SEOW Membership

The Advisory Council and SEOW Membership module allows the user to add any organizations and/or individual members to your Advisory Council and State Epidemiological Outcomes Workgroup.

Adding an Advisory Council or SEOW Membership

1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEOW Membership** from the Capacity Landing Page.
3. Click the Add Membership (**Add Membership**) button.



Sample screenshot displaying the Advisory Council and SEOW Membership Listing Page

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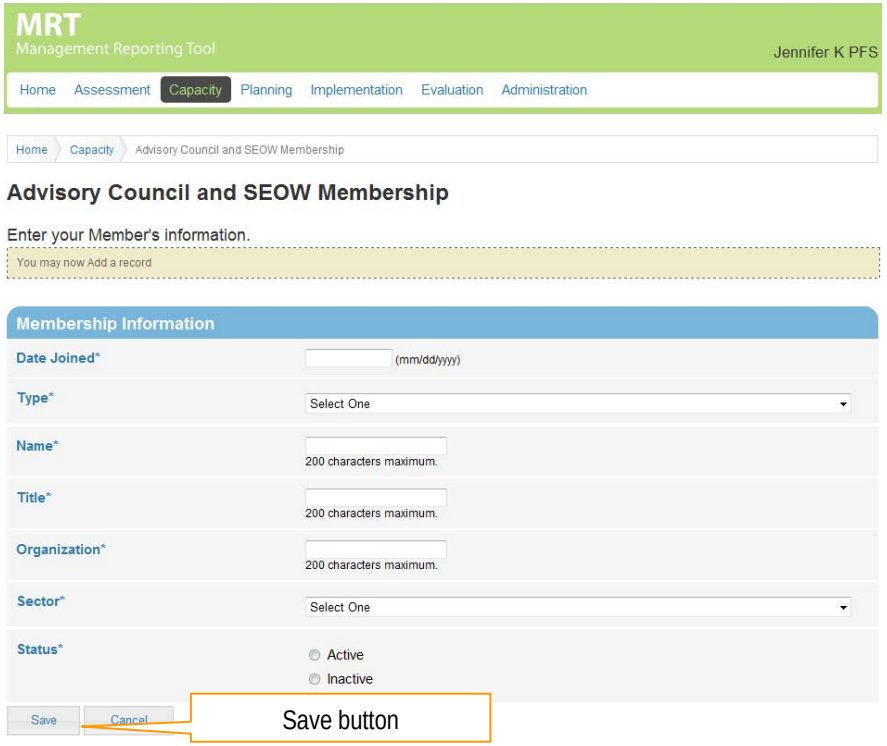
4. Enter the date the member joined in the **Date Joined*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Select the type of membership from the **Type*** dropdown menu.
    a. If *Other* is selected, enter the type in the **Specify Other Type*** textbox.
6. Enter the name of the member in the **Name*** text box.
7. Enter the member's title in the **Title*** text box.
8. Enter the member's organization name in the **Organization*** text box.
9. Select the sector of society the member is a part of from the **Sector*** dropdown menu.
10. Select the status of the member using the **Status*** radio buttons.
    a. *Active*: currently a member
    b. *Inactive*: no longer a member
11. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Advisory Council and SEOW Membership Edit Form

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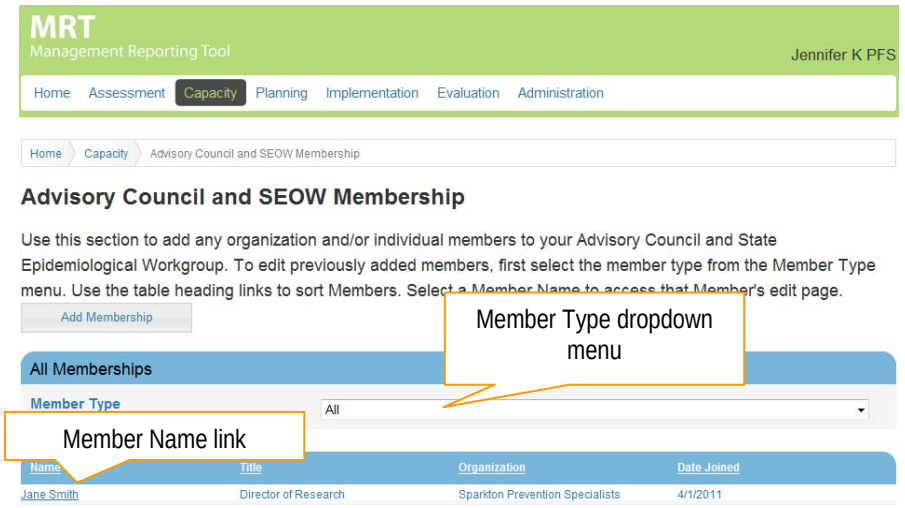
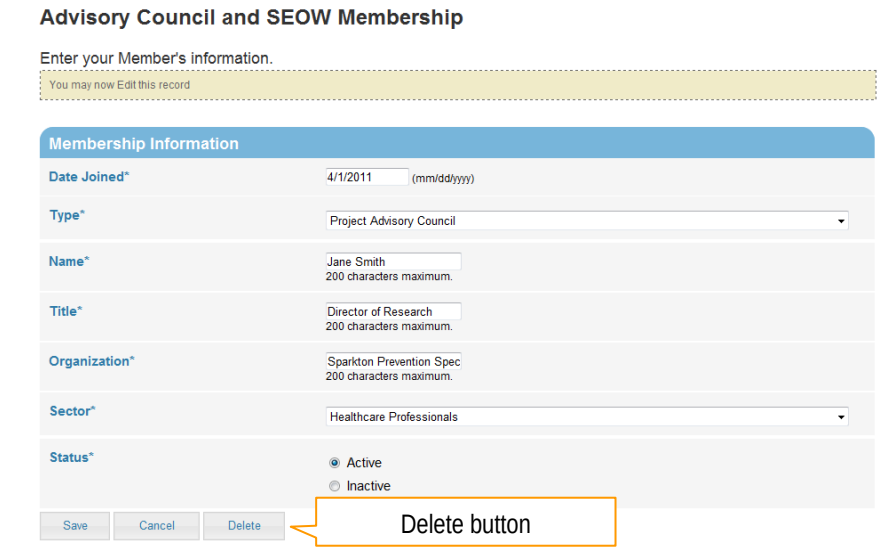
Editing an Advisory Council or SEOW Membership

1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEOW Membership** from the Capacity Landing Page.
3. If desired, use the **Member Type** dropdown menu to narrow the list of members to a specific membership type.
4. From the Listing Page, select the member you wish to edit by clicking the appropriate Member Name.
5. Make any changes needed to the form.
6. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Sample screenshot displaying the Advisory Council and SEOW Membership Listing Page



Sample screenshot displaying the Advisory Council and SEOW Membership Edit Form

Deleting an Advisory Council or SEOW Membership

1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEOW Membership** from the Capacity Landing Page.
3. If desired, use the **Member Type** dropdown menu to narrow the list of members to a specific membership type.
4. From the Listing Page, select the member you wish to delete by clicking the appropriate Member Name.
5. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
6. The record will be removed from the grid.

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Advisory Council and SEOW Meetings

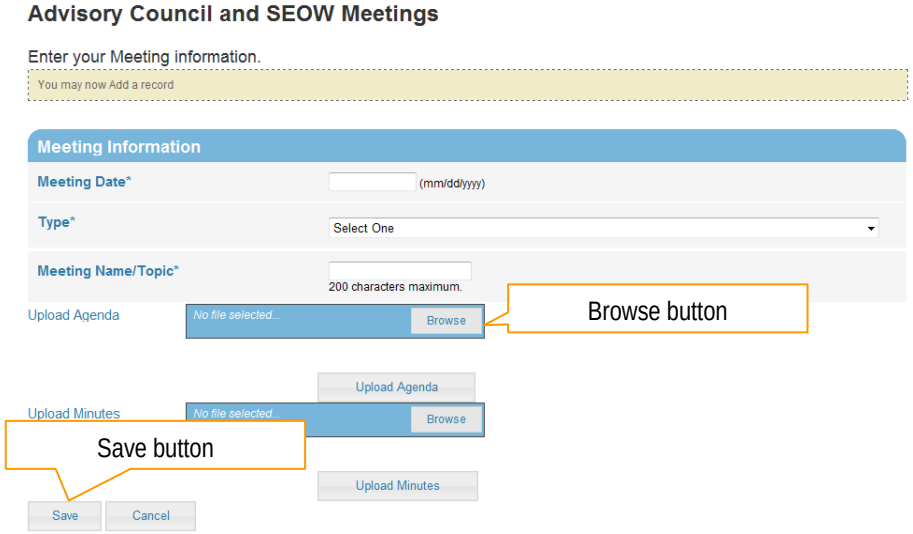
The Advisory Council and SEOW Meetings module allows the user to add information related to Advisory Council and SEOW Meetings.

Adding an Advisory Council or SEOW Meeting

1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEOW Meeting** from the Capacity Landing Page.
3. Click the Add Meeting (**Add Meeting**) button.

Sample screenshot displaying the Advisory Council and SEOW Meetings Listing Page

4. Enter the date the meeting occurred in the **Meeting Date*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Select the type of meeting form the **Type*** dropdown menu.
    a. If *Other* is selected, enter the meeting type in the **Specify Other Type*** text box.
6. Enter a meeting name or topic in the **Meeting Name/Topic*** text box.
7. To upload an agenda, perform the following steps:
    a. Click the Browse (**Browse**) button.
    b. Select the document you wish to upload from the **Choose File** window and click the Open (**Open**) button.
    c. Click the Upload Agenda (**Upload Agenda**) button.
    d. The file path will appear in the **Upload Agenda** text box.
    *Note: For instructions on how to view the uploaded document, see the Editing an Advisory Council or SEOW Meeting section of this manual.
8. To upload a document on Minutes, repeat step 7.
9. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Advisory Council and SEOW Meetings Edit Form

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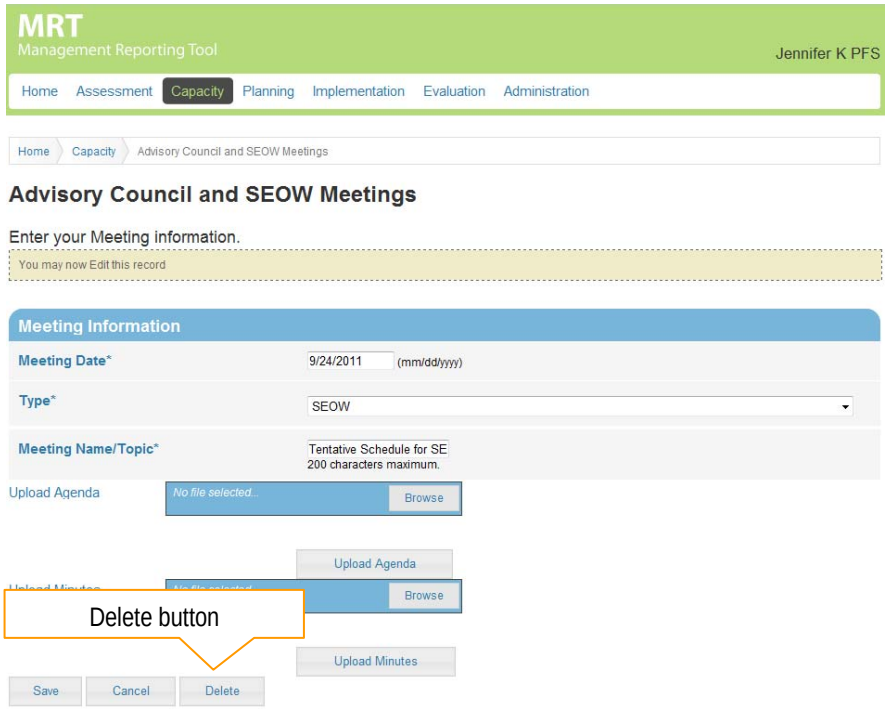
Editing an Advisory Council or SEOW Meeting

1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEOW Meeting** from the Capacity Landing Page.
3. From the Listing Page, select the meeting you wish to edit by clicking the appropriate Meeting Type.
4. To view a document that has been uploaded, click the appropriate document name.
5. Make any changes needed to the form.
6. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

Sample screenshot displaying the Advisory Council and SEOW Meetings Listing Page

Deleting an Advisory Council or SEOW Meeting

1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEOW Meeting** from the Capacity Landing Page.
3. From the Listing Page, select the meeting you wish to delete by clicking the appropriate Meeting Type.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



Sample screenshot displaying the Advisory Council and SEOW Meetings Edit Form

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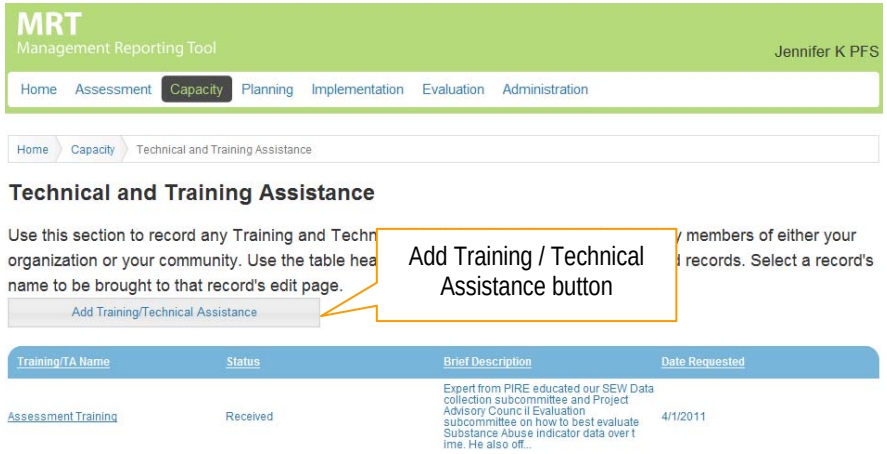
Training and Technical Assistance

The Training and Technical Assistance module allows the user to record any training and/or technical assistance that has been received by members of either your organization or your community.

Adding a Training or Technical Assistance

1. Click **Capacity** from the Menu.
2. Click **Training and Technical Assistance** from the Capacity Landing Page.
3. Click the

(**Add Training/Technical Assistance**) button.



Sample screenshot displaying the Training and Technical Assistance Listing Page

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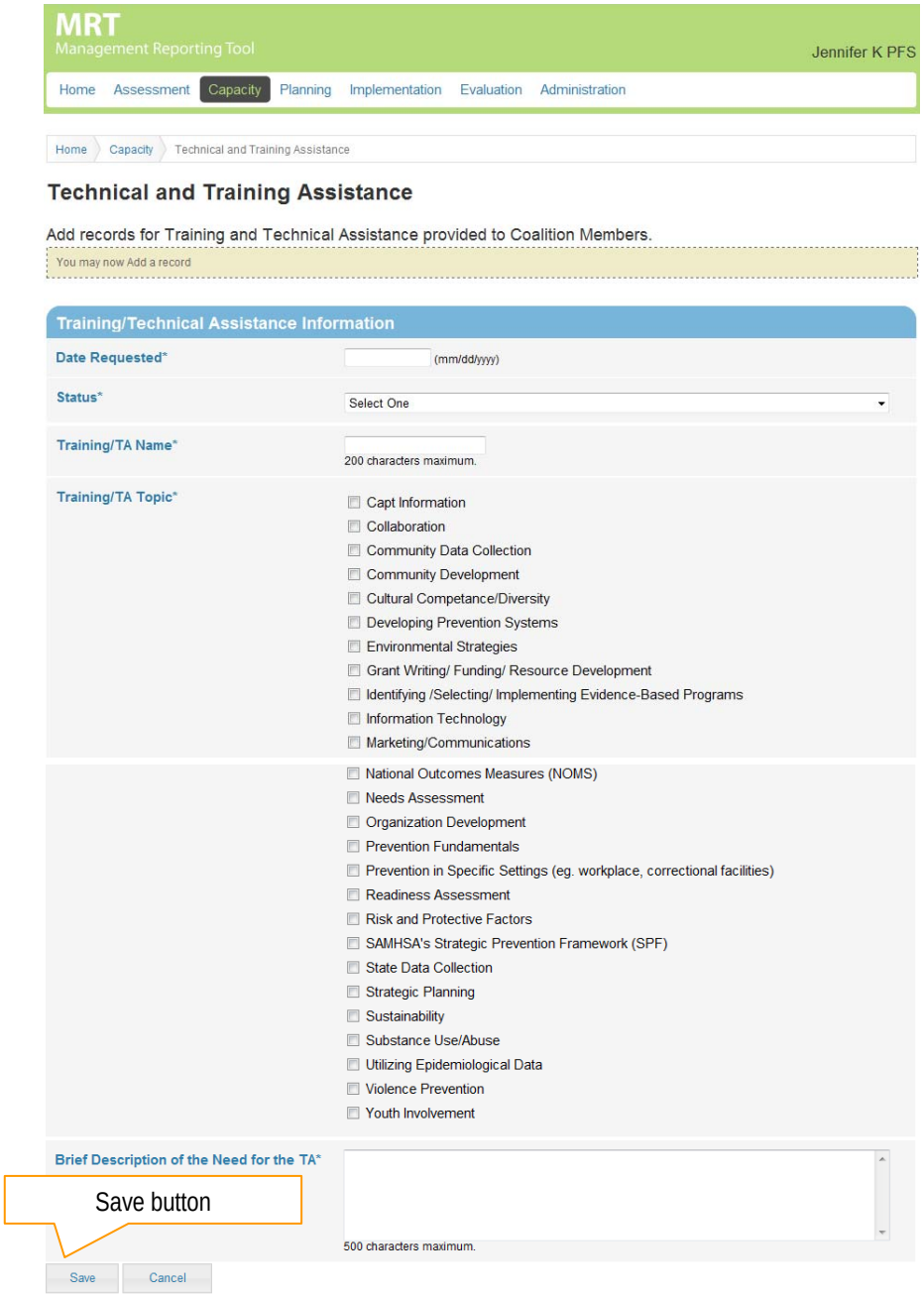
4. Enter the date the training or technical assistance is being requested for in the **Date Requested*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Select the status of the training or technical assistance from the **Status*** dropdown menu.
    a. If *Received* is selected, new fields will appear.
        i. Select the source of assistance from the **Source of Assistance*** dropdown menu.
        ii. Select *Yes* or *No* for **Timely?**.
        iii. Select *Yes* or *No* for **Effective?**.
            a) If *No* is selected for either of these fields, enter details in the **Explanation*** text box.
    b. If *Closed* is selected, enter the date in the **Date Closed*** text box as mm/dd/yyyy or use the Calendar Feature to select the date.
6. Enter a name for the training or technical assistance in the **Training/TA Name*** text box.
7. Check the box next to each **Training/TA Topic*** that was provided.
8. Enter details about the training or technical assistance in the **Brief Description of the Need for the TA*** text box.
9. Click the Save (**Save**) button.
*Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Training and Technical Assistance Edit Form

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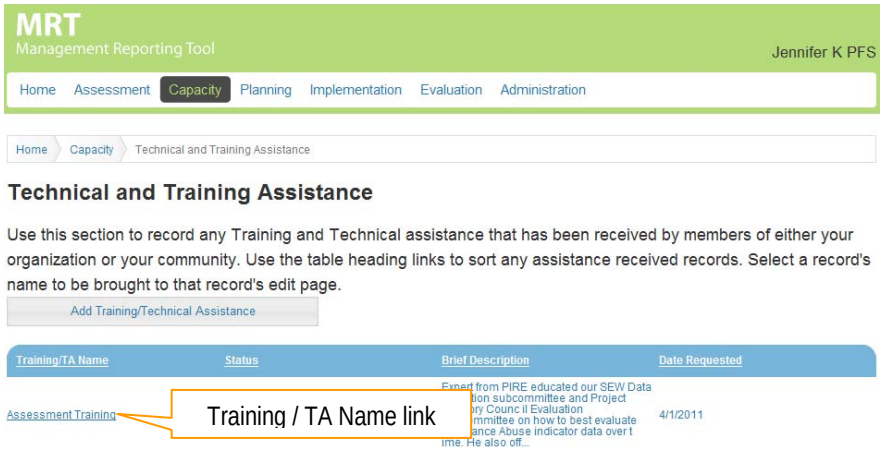
Editing a Training or Technical Assistance

1. Click **Capacity** from the Menu.
2. Click **Training and Technical Assistance** from the Capacity Landing Page.
3. From the Listing Page, select the training or technical assistance you wish to edit by clicking the appropriate Training/TA Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

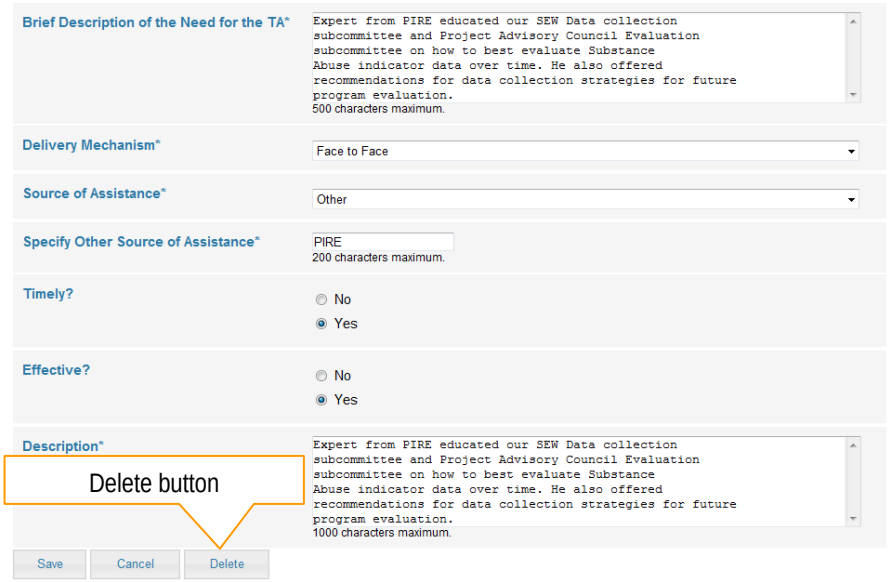


Sample screenshot displaying the Training and Technical Assistance Listing Page

Deleting a Training or Technical Assistance

1. Click **Capacity** from the Menu.
2. Click **Training and Technical Assistance** from the Capacity Landing Page.
3. From the Listing Page, select the training or technical assistance you wish to edit by clicking the appropriate Training/TA Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry
5. The record will be removed from the grid.

.


Brief Description of the Need for the TA*
Expert from PIRE educated our SEW Data collection subcommittee and Project Advisory Council Evaluation subcommittee on how to best evaluate Substance Abuse indicator data over time. He also offered recommendations for data collection strategies for future program evaluation.
500 characters maximum.
Delivery Mechanism*
Face to Face
Source of Assistance*
Other
Specify Other Source of Assistance*
PIRE
200 characters maximum.
Timely?
No
Yes
Effective?
No
Yes
Description*
Expert from PIRE educated our SEW Data collection subcommittee and Project Advisory Council Evaluation subcommittee on how to best evaluate Substance Abuse indicator data over time. He also offered recommendations for data collection strategies for future program evaluation.
1000 characters maximum.
Delete button
Save
Cancel
Delete

Sample screenshot displaying the Training and Technical Assistance Edit Form – this is a partial screenshot

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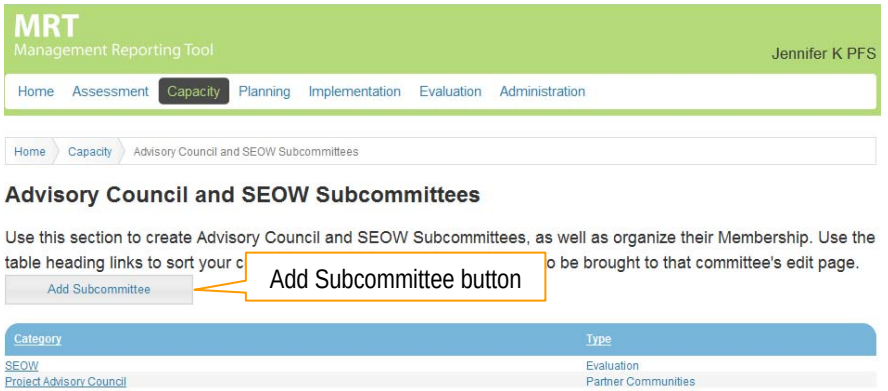
Advisory Council and SEOW Subcommittees

The Advisory Council and SEOW Subcommittees module allows the user to create Advisory Council and SEOW Subcommittees, as well as organize their memberships.

Adding an Advisory Council or SEOW Subcommittee

1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEOW Subcommittees** from the Capacity Landing Page.
3. Click the Add Subcommittee (**Add Subcommittee**) button.



Sample screenshot displaying the Advisory Council and SEOW Subcommittees Listing Page

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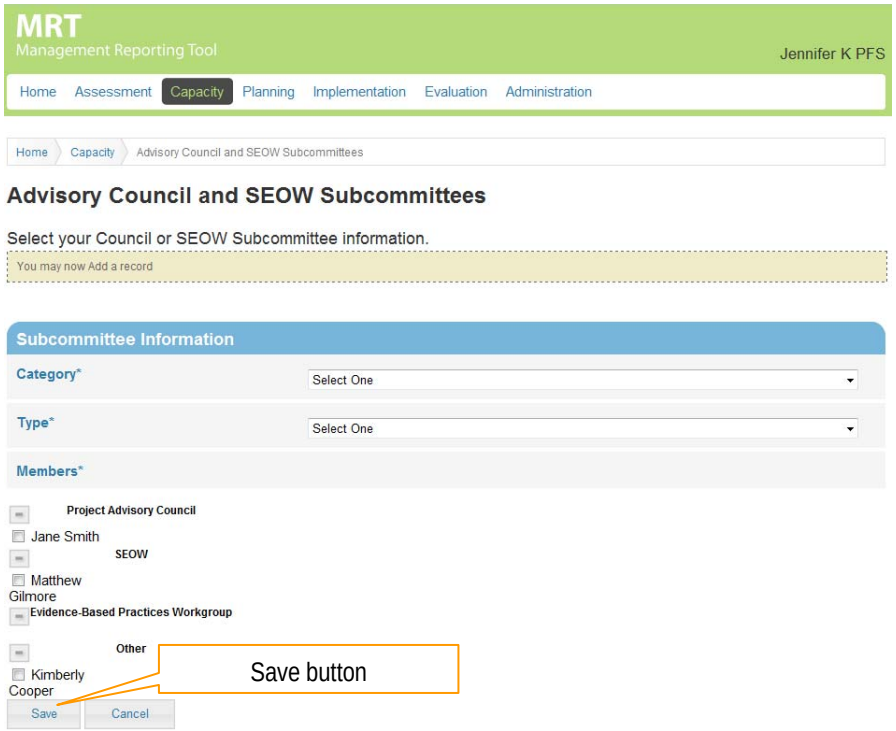
4. Select the category type for the subcommittee from the **Category*** dropdown menu.
   *Note: You will not be able to add subcommittees for members that were entered as *Other*.
5. Select the type of subcommittee from the **Type*** dropdown menu.
   a. If *Other* is selected, enter the type in the **Specify Other Type*** text box.
6. Use the checkboxes to select the **Members*** for the subcommittee.
7. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Sample screenshot displaying the Advisory Council and SEOW Subcommittees Edit Form

Tips

- Clicking the − (minus sign) will minimize the section (Project Advisory Council, SEOW, Evidence-Based Practices Workgroup, Other) and hide the members. The − (minus sign) becomes a + (plus sign). Click the + (plus sign) to show the members.

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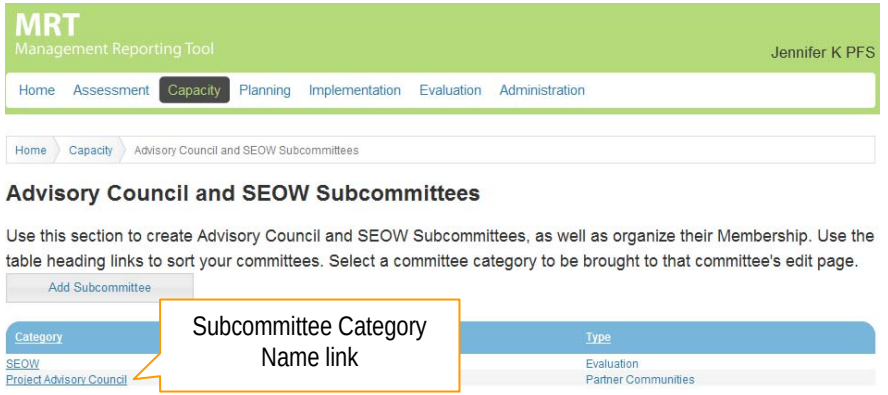
Editing an Advisory Council or SEOW Subcommittee

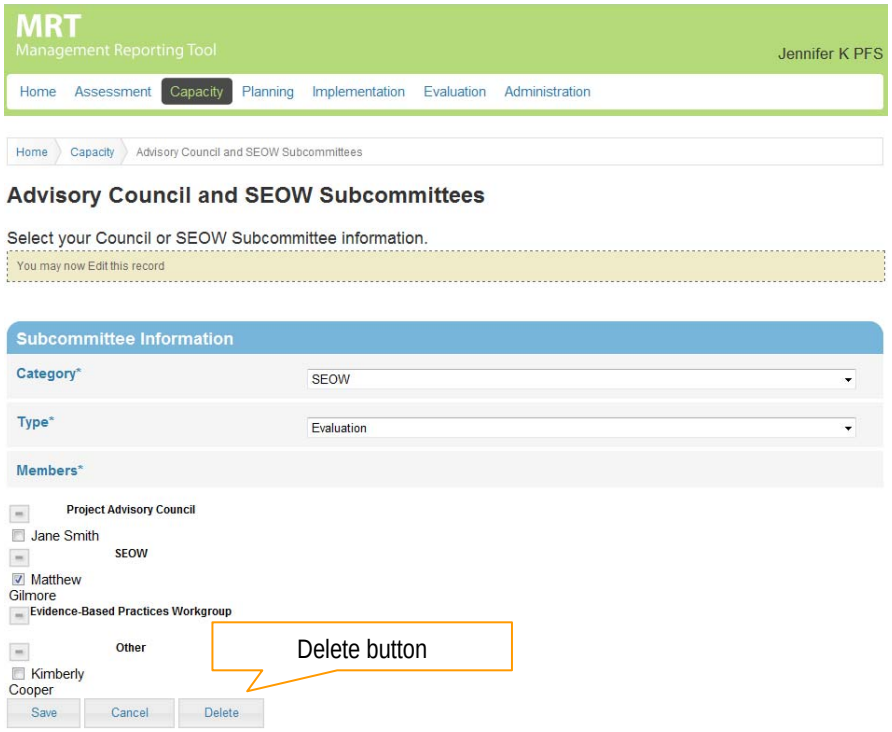
1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEOW Subcommittees** from the Capacity Landing Page.
3. From the Listing Page, select the subcommittee you wish to edit by clicking the appropriate subcommittee Category name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry



Sample screenshot displaying the Advisory Council and SEOW Subcommittees Edit Form

Deleting an Advisory Council or SEOW Subcommittee

1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEOW Subcommittees** from the Capacity Landing Page.
3. From the Listing Page, select the subcommittee you wish to delete by clicking the appropriate Subcommittee name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



Sample screenshot displaying the Advisory Council and SEOW Subcommittees Edit Form

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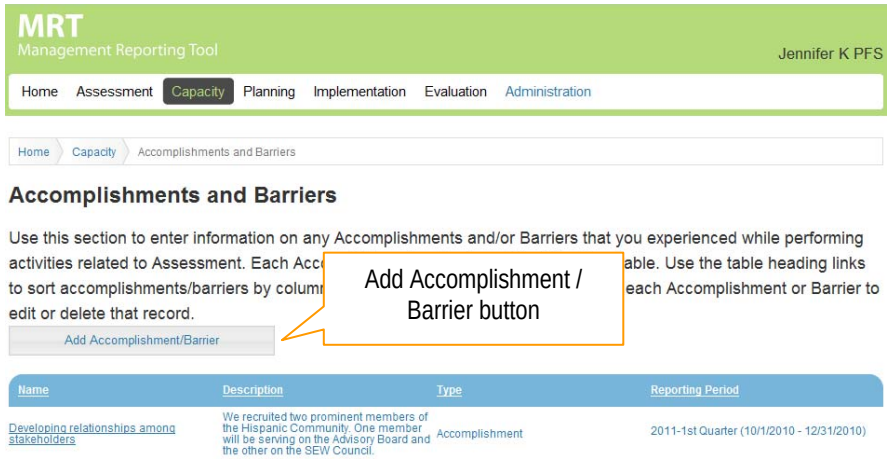
Accomplishments and Barriers

The Accomplishments and Barriers module allows the user to track their accomplishments and barriers related to capacity.

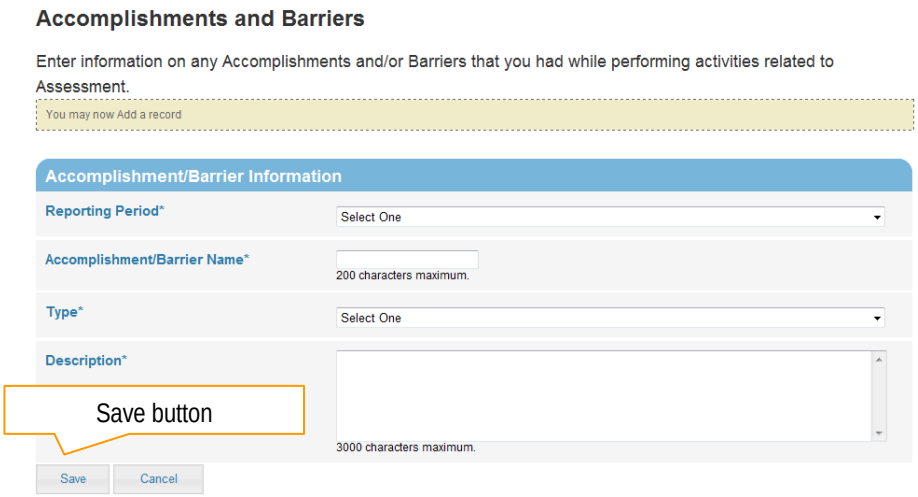
Adding an Accomplishment or Barrier

1. Click **Capacity** from the Menu.
2. Click **Accomplishments and Barriers** from the Capacity Landing Page.
3. Click the Add Accomplishment/Barrier (**Add Accomplishment/Barrier**) button.


MRT
Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Capacity
Accomplishments and Barriers
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Assessment. Each Acc
able. Use the table heading links to sort accomplishments/barriers by colum
each Accomplishment or Barrier to edit or delete that record.
Add Accomplishment/Barrier
Add Accomplishment / Barrier button
Name
Description
Type
Reporting Period
Developing relationships among stakeholders
We recruited two prominent members of the Hispanic Community. One member will be serving on the Advisory Board and the other on the SEW Council.
Accomplishment
2011-1st Quarter (10/1/2010 - 12/31/2010)

Sample screenshot displaying the Accomplishments and Barriers Listing Page

4. Select the reporting period this accomplishment or barrier occurred in from the **Reporting Period*** dropdown menu.
5. Select a name form the accomplishment or barrier from the **Accomplishment/Barrier Name*** dropdown menu.
6. Select ***Accomplishment*** or ***Challenge/Barrier*** from the **Type*** dropdown menu.
7. Enter details about the accomplishment or barrier in the **Description*** text box.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Accomplishments and Barriers Edit Form

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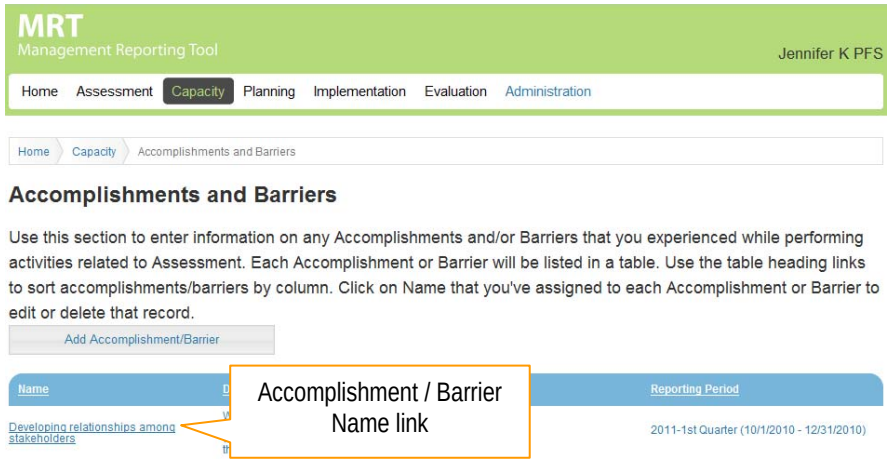
Editing an Accomplishment or Barrier

1. Click **Capacity** from the Menu.
2. Click **Accomplishments and Barriers** from the Capacity Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to edit by clicking the appropriate accomplishment/barrier Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
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Jennifer K PFS
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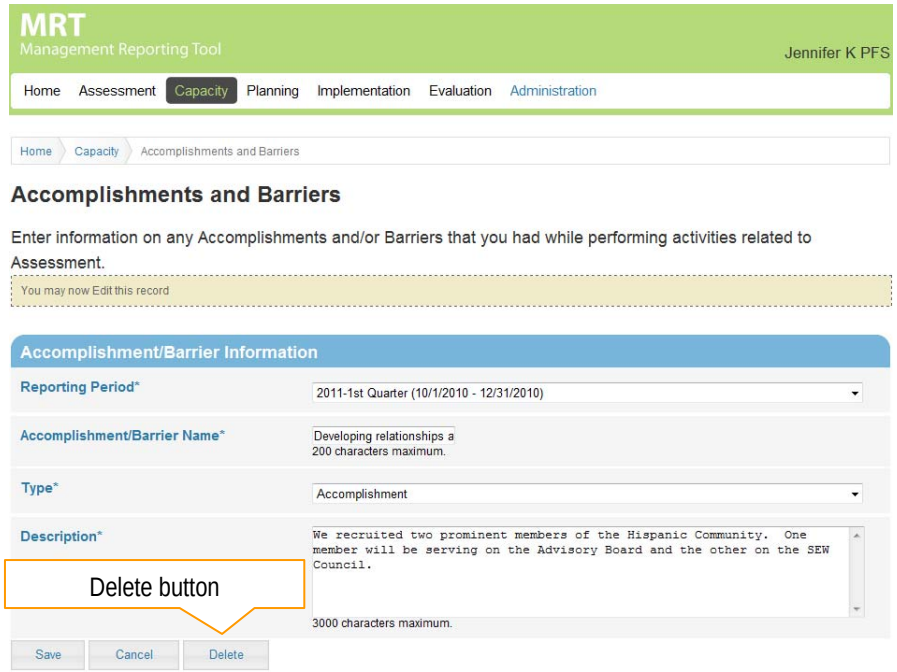
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Capacity
Accomplishments and Barriers
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Assessment. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click on Name that you've assigned to each Accomplishment or Barrier to edit or delete that record.
Add Accomplishment/Barrier
Name
Reporting Period
Developing relationships among stakeholders
2011-1st Quarter (10/1/2010 - 12/31/2010)
Accomplishment / Barrier Name link

Sample screenshot displaying the Accomplishments and Barriers Listing Page

Deleting an Accomplishment or Barrier

1. Click **Capacity** from the Menu.
2. Click **Accomplishments and Barriers** from the Capacity Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to delete by clicking the appropriate accomplishment/barrier Name.
4. Click the Delete (**Delete**) button.
   Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



Sample screenshot displaying the Accomplishments and Barriers Edit Form

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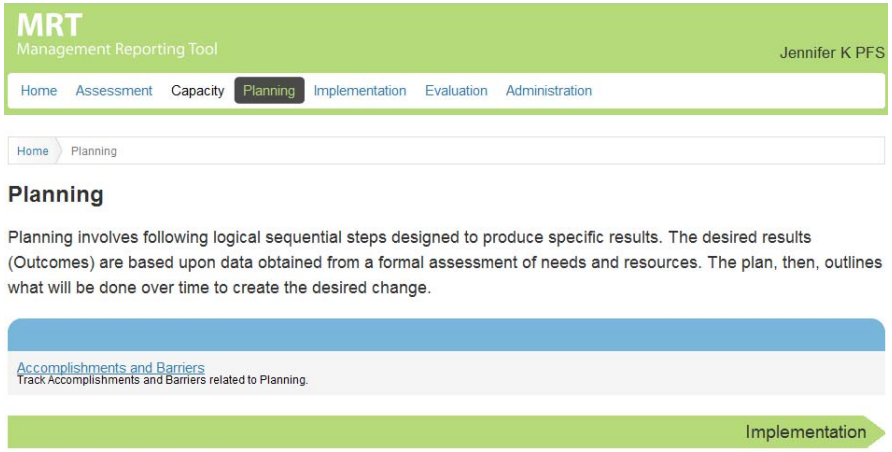
PLANNING

Within the Planning module, a user is able to perform the following tasks:

1. Enter, edit and delete Accomplishments and Barriers related to Planning.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Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Planning
Planning involves following logical sequential steps designed to produce specific results. The desired results (Outcomes) are based upon data obtained from a formal assessment of needs and resources. The plan, then, outlines what will be done over time to create the desired change.
Accomplishments and Barriers
Track Accomplishments and Barriers related to Planning.
Implementation

Screenshot displaying the Planning Landing Page

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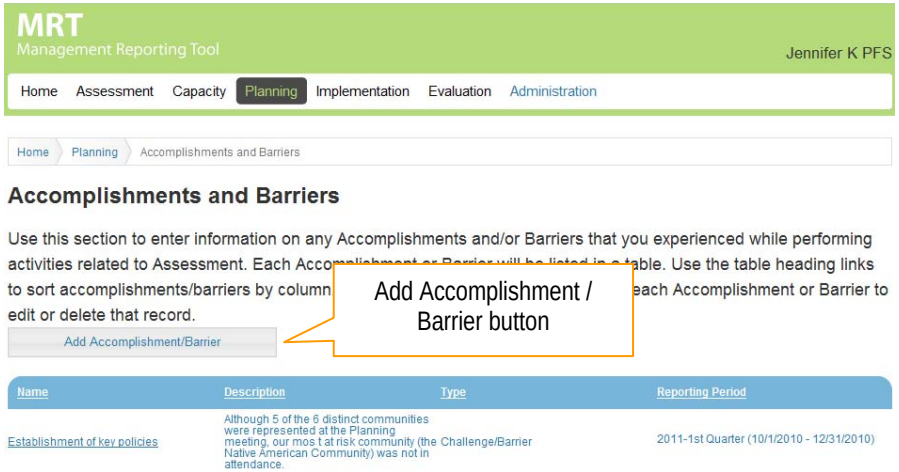
Accomplishments and Barriers

The Accomplishments and Barriers module allows the user to track their accomplishments and barriers related to planning.

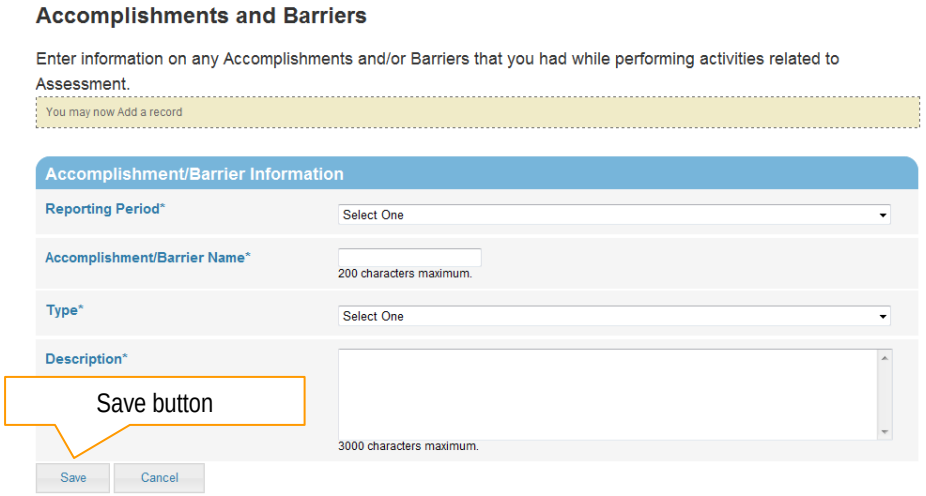
Adding an Accomplishment or Barrier

1. Click **Planning** from the Menu.
2. Click **Accomplishments and Barriers** from the Planning Landing Page.
3. Click the Add Accomplishment/Barrier (**Add Accomplishment/Barrier**) button.


MRT
Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Accomplishments and Barriers
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Assessment. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click the edit link next to each Accomplishment or Barrier to edit or delete that record.
Add Accomplishment/Barrier
Add Accomplishment / Barrier button
Name
Description
Type
Reporting Period
Establishment of key policies
Although 5 of the 6 distinct communities were represented at the Planning meeting, our most at risk community (the Challenge/Barrier Native American Community) was not in attendance.
2011-1st Quarter (10/1/2010 - 12/31/2010)

Sample screenshot displaying the Accomplishments and Barriers Listing Page

4. Select the reporting period this accomplishment or barrier occurred in from the **Reporting Period*** dropdown menu.
5. Select a name form the accomplishment or barrier from the **Accomplishment/Barrier Name*** dropdown menu.
6. Select ***Accomplishment*** or ***Challenge/Barrier*** from the **Type*** dropdown menu.
7. Enter details about the accomplishment or barrier in the **Description*** text box.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Accomplishments and Barriers Edit Form

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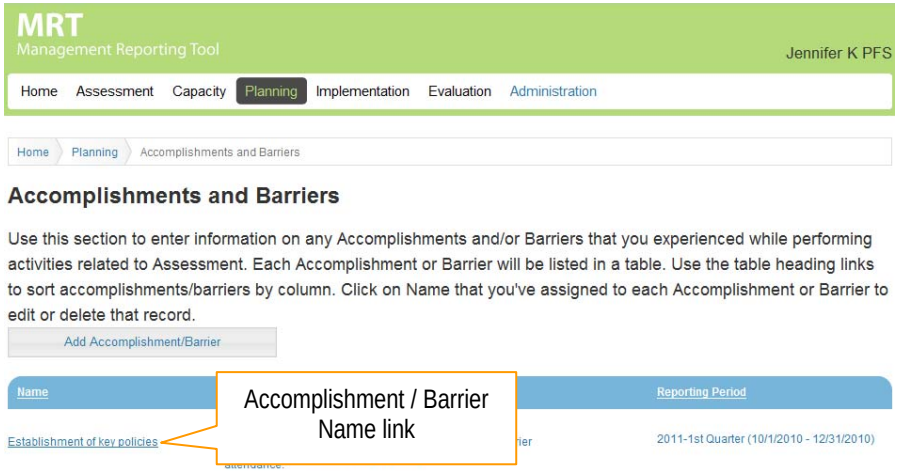
Editing an Accomplishment or Barrier

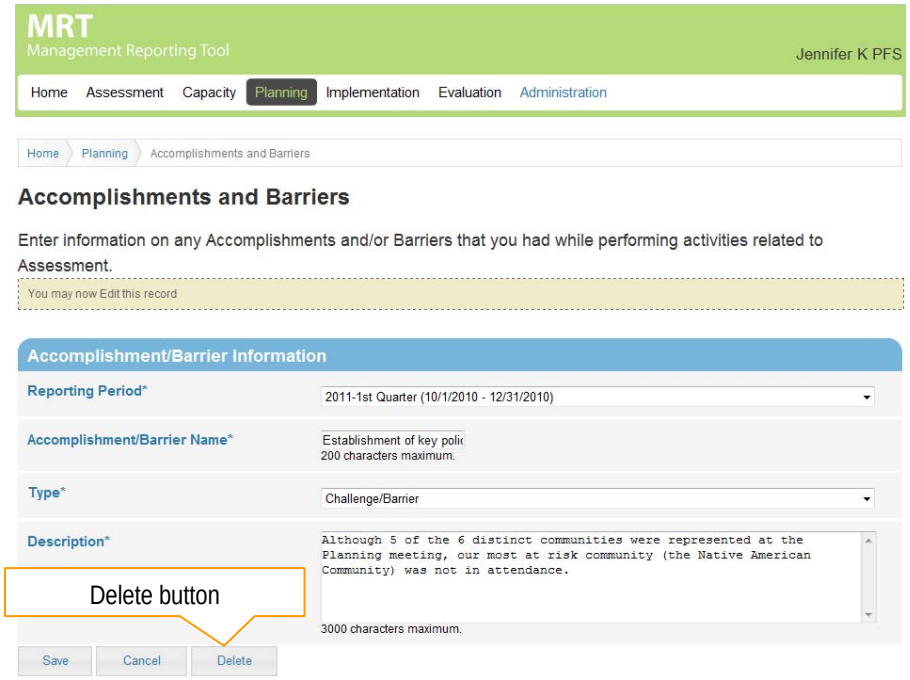
1. Click **Planning** from the Menu.
2. Click **Accomplishments and Barriers** from the Planning Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to edit by clicking the appropriate accomplishment/barrier Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Jennifer K PFS
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Planning Accomplishments and Barriers
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Assessment. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click on Name that you've assigned to each Accomplishment or Barrier to edit or delete that record.
Add Accomplishment/Barrier
Name
Reporting Period
Establishment of key policies
2011-1st Quarter (10/1/2010 - 12/31/2010)
Accomplishment / Barrier Name link

Sample screenshot displaying the Accomplishments and Barriers Listing Page

Deleting an Accomplishment or Barrier

1. Click **Planning** from the Menu.
2. Click **Accomplishments and Barriers** from the Planning Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to delete by clicking the appropriate accomplishment/barrier Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


MRT
Management Reporting Tool
Jennifer K PFS
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Planning Accomplishments and Barriers
Accomplishments and Barriers
Enter information on any Accomplishments and/or Barriers that you had while performing activities related to Assessment.
You may now Edit this record
Accomplishment/Barrier Information
Reporting Period*
2011-1st Quarter (10/1/2010 - 12/31/2010)
Accomplishment/Barrier Name*
Establishment of key poli
200 characters maximum.
Type*
Challenge/Barrier
Description*
Although 5 of the 6 distinct communities were represented at the Planning meeting, our most at risk community (the Native American Community) was not in attendance.
3000 characters maximum.
Delete button
Save
Cancel
Delete

Sample screenshot displaying the Accomplishments and Barriers Edit Form

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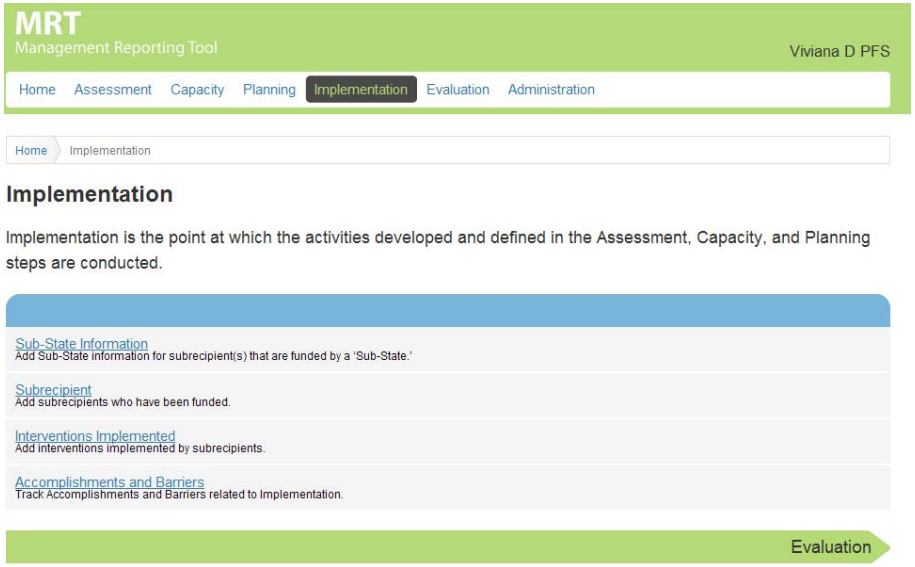
IMPLEMENTATION

Within the Implementation module, a user is able to perform the following tasks:

1. Enter, edit and delete Sub-State Information.
2. Enter, edit and delete Sub-Recipient.
3. Enter, edit and delete Interventions Implemented.
4. Enter, edit and delete Accomplishments and Barriers related to Implementation.



Screenshot displaying the Implementation Landing Page

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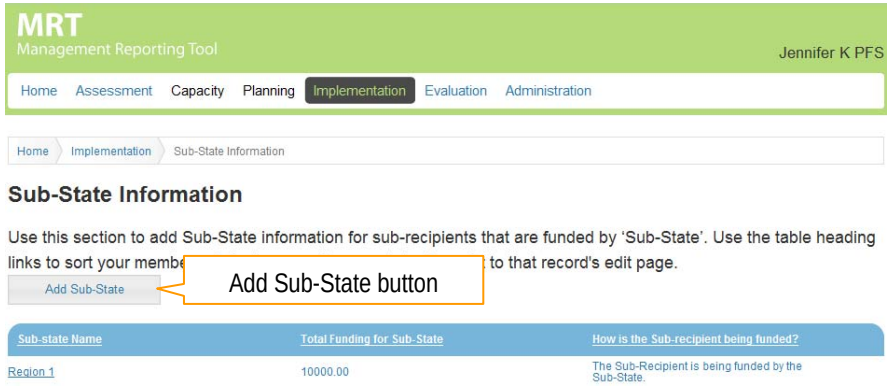
Sub-State Information

The Sub-State Information module allows the user to add Sub-State information for Sub-Recipients that are funded by a 'Sub-State'. A Sub-State can be a region or something like a region. The funds go from the Grantee to the Sub-State and from the Sub-State to the Sub-Recipient. If you do not have any Sub-States or Sub-Recipients, this module can be skipped.

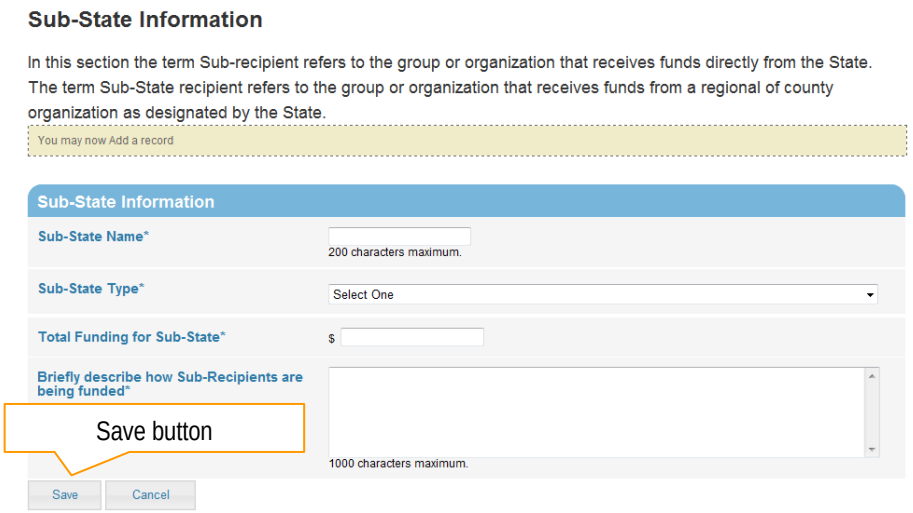
Adding a Sub-State

1. Click **Implementation** from the Menu.
2. Click **Sub-State Information** from the Implementation Landing Page.
3. Click the Add Sub-State (**Add Sub-State**) button.



Sample screenshot displaying the Sub-State Information Listing Page

4. Enter the name of the Sub-State in the **Sub-State Name*** text box.
5. Select the type of Sub-State from the **Sub-State Type*** dropdown menu.
    a. If *Other* is selected, enter the name of the sub-state type in the **Specify Other Sub-State*** text box.
6. Enter the total amount of funding the Sub-State receives in the **Total Funding for Sub-State*** text box.
   *Note: Do not enter the dollar ($) symbol.
7. Enter details about the Sub-State in the **Briefly describe how Sub-Recipients are being funded*** text box.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


Sub-State Information
In this section the term Sub-recipient refers to the group or organization that receives funds directly from the State.
The term Sub-State recipient refers to the group or organization that receives funds from a regional of county
organization as designated by the State.
You may now Add a record
Sub-State Information
Sub-State Name*
200 characters maximum.
Sub-State Type*
Select One
Total Funding for Sub-State*
$
Briefly describe how Sub-Recipients are being funded*
Save button
1000 characters maximum.
Save
Cancel

Screenshot displaying the Sub-State Information Edit Form

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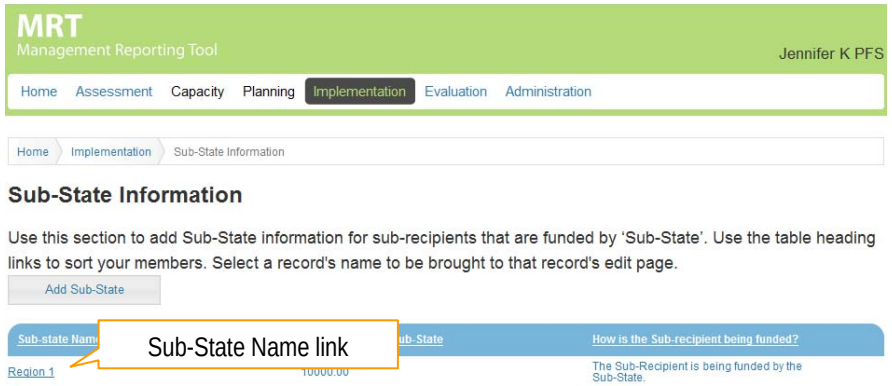
Editing a Sub-State

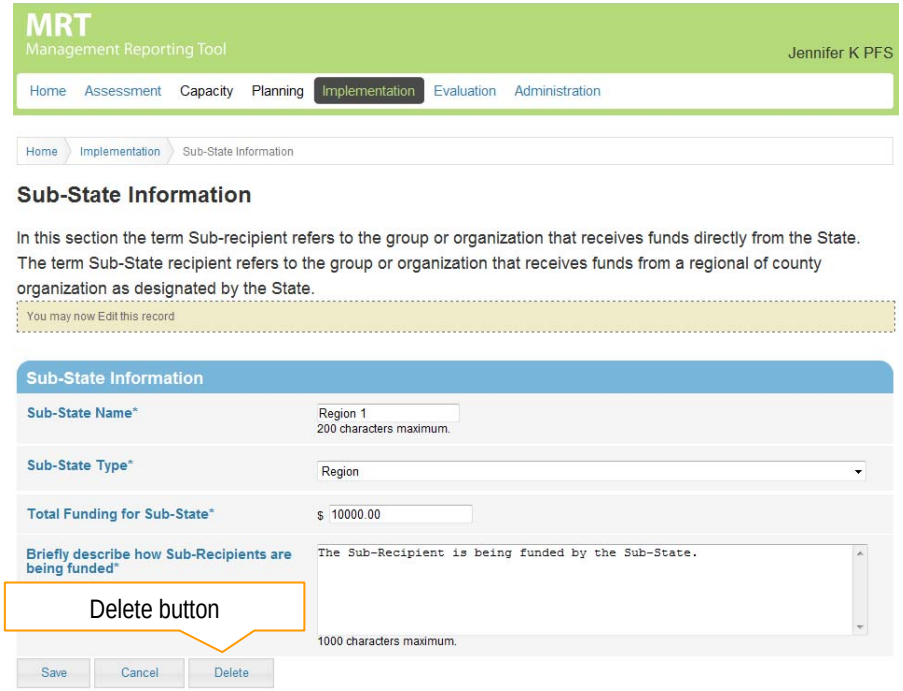
1. Click **Implementation** from the Menu.
2. Click **Sub-State Information** from the Implementation Landing Page.
3. From the Listing Page, select the sub-state you wish to edit by clicking the appropriate Sub-state Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Sample screenshot displaying the Sub-State Information Listing Page

Deleting a Sub-State

1. Click **Implementation** from the Menu.
2. Click **Sub-State Information** from the Implementation Landing Page.
3. From the Listing Page, select the sub-state you wish to delete by clicking the appropriate Sub-state Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.
   *Note: You will not be able to delete a Sub-State if a Sub-Recipient is associated with it.



Sample screenshot displaying the Sub-State Information Edit Form

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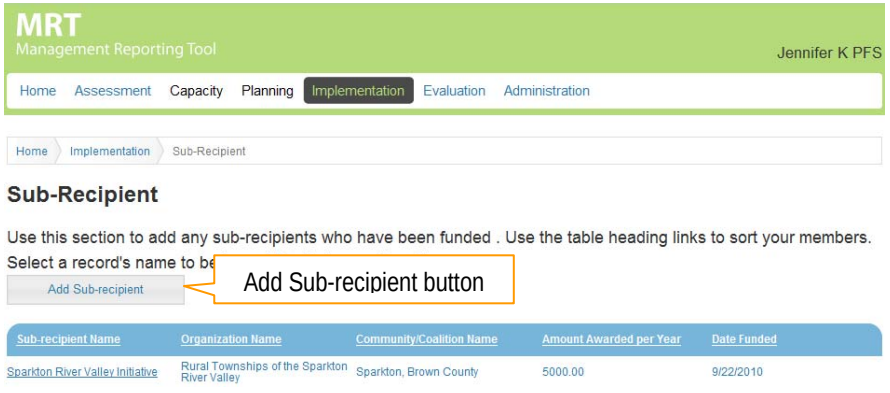
Subrecipient

The Subrecipient module allows the user to add Subrecipients that are funded.

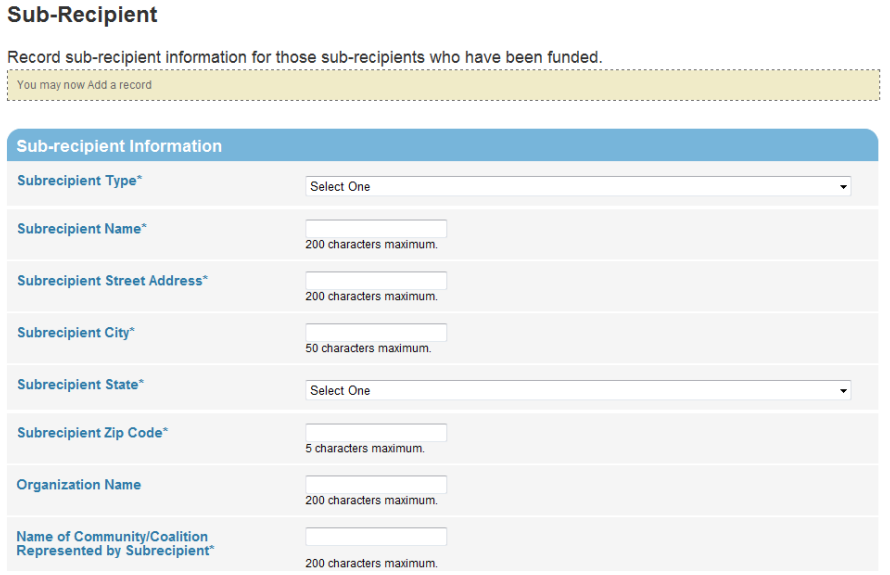
Adding a Subrecipient

1. Click **Implementation** from the Menu.
2. Click **Subrecipient** from the Implementation Landing Page.
3. Click the Add Sub-recipient (**Add Subrecipient**) button.



Sample screenshot displaying the Subrecipient Listing Page

4. Select the type of Subrecipient from the **Subrecipient Type*** dropdown menu.
    a. If *Sub-State* is selected, select the sub-state name from the **Sub-State Name*** dropdown menu.
    *Note: The Sub-State Name dropdown menu is populated with the information added in the Sub-State Information module.
5. Enter a name for the Subrecipient in the **Subrecipient Name*** text box.
6. Enter the street address for the Subrecipient in the **Subrecipient Street Address*** text box.
7. Enter the city the Subrecipient resides in the **Subrecipient City*** text box.
8. Select the state the Subrecipient resides in from the **Subrecipient State*** dropdown menu.
9. Enter the 5-digit zip code the Subrecipient resides in the **Subrecipient Zip Code*** text box.
10. If desired, enter the name of the Subrecipient's organization in the **Organization Name** text box.
11. Enter the name of the represented community/coalition in the **Name of Community/Coalition Represented by Subrecipient*** text box.



Screenshot displaying the Subrecipient Edit Form – this is a partial screenshot

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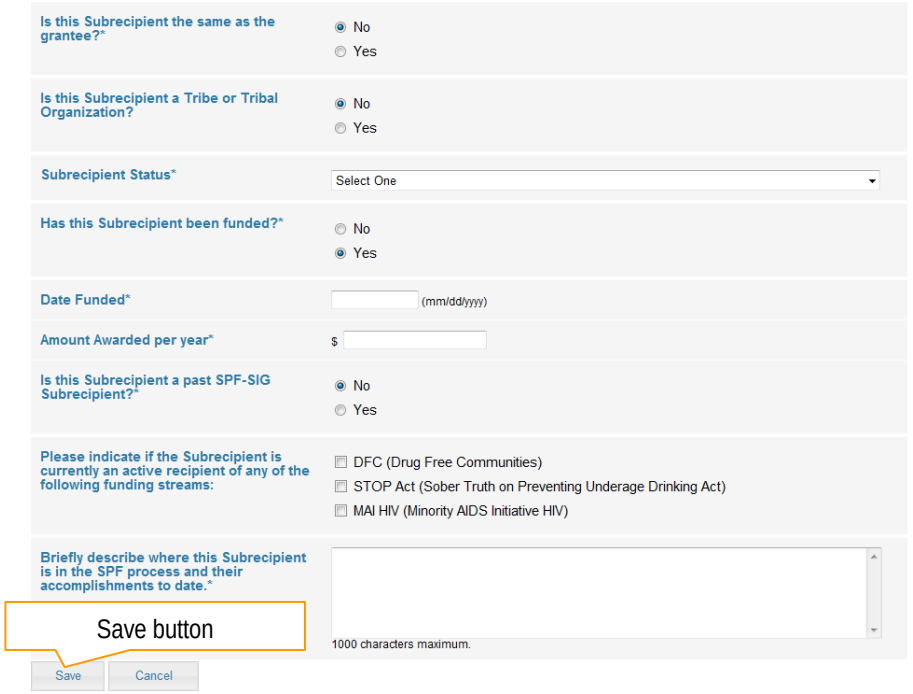
12. Select *Yes* or *No* for **Is this Subrecipient the same as the grantee?***.
13. Select *Yes* or *No* for **Is this Subrecipient a Tribe or Tribal Organization?**.
14. Select the status of the Subrecipient in the **Subrecipient Status*** dropdown menu.
15. Use the **Has this Subrecipient been funded?*** radio buttons to select if the Subrecipient has received funding.
    a. If *Yes* was selected new fields will populate.
        i. Enter the date the Subrecipient was funded in the **Date Funded*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
        ii. Enter the amount of money the Subrecipient was awarded in the **Amount Awarded per year*** text box.
16. Select *Yes* or *No* for **Is this Subrecipient a past SPF-SIG Subrecipient?***.
    a. If *Yes* was selected, select *Yes* or *No* for **Is this Subrecipient still receiving SPF-SIG funding?***.
        i. If *Yes* is selected, enter the funding for the Subrecipient in the **Current amount of SPF-SIG annual funding*** text box.
17. If applicable, **Please indicate if the Subrecipient is currently an active recipient of any of the following funding streams:** by checking the appropriate boxes.
18. **Briefly describe where the Subrecipient is in the SPF process and their accomplishments to date*** in the text box.
19. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Sample screenshot displaying the Subrecipient Edit Form – this is a partial screenshot

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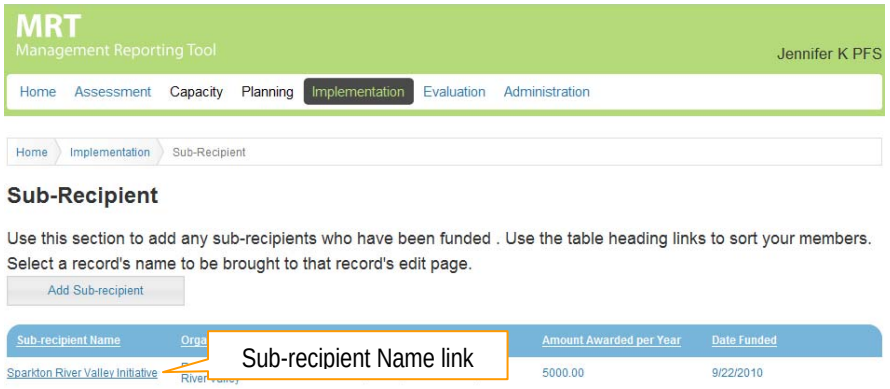
Editing a Subrecipient

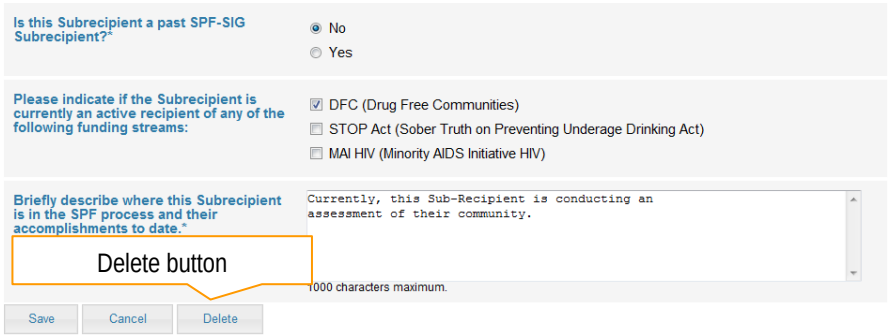
1. Click **Implementation** from the Menu.
2. Click **Subrecipient** from the Implementation Landing Page.
3. From the Listing Page, select the Subrecipient you wish to edit by clicking the appropriate Subrecipient Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Sample screenshot displaying the Subrecipient Listing Page

Deleting a Subrecipient

1. Click **Implementation** from the Menu.
2. Click **Subrecipient** from the Implementation Landing Page.
3. From the Listing Page, select the Subrecipient you wish to edit by clicking the appropriate Subrecipient Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


Is this Subrecipient a past SPF-SIG Subrecipient?*
No
Yes
Please indicate if the Subrecipient is currently an active recipient of any of the following funding streams:
DFC (Drug Free Communities)
STOP Act (Sober Truth on Preventing Underage Drinking Act)
MAI HIV (Minority AIDS Initiative HIV)
Briefly describe where this Subrecipient is in the SPF process and their accomplishments to date.*
Currently, this Sub-Recipient is conducting an assessment of their community.
1000 characters maximum.
Delete button
Save
Cancel
Delete

Sample screenshot displaying the Subrecipient Edit Form – this is a partial screenshot

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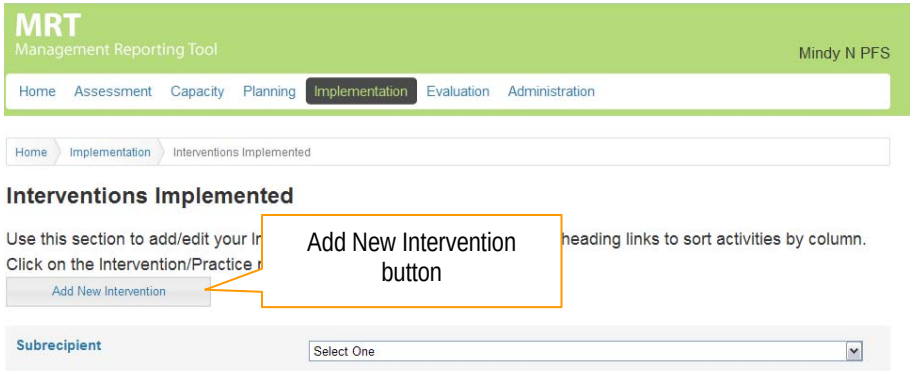
Interventions Implemented

The Interventions Implemented module allows the user to add the interventions implemented within your subrecipients.

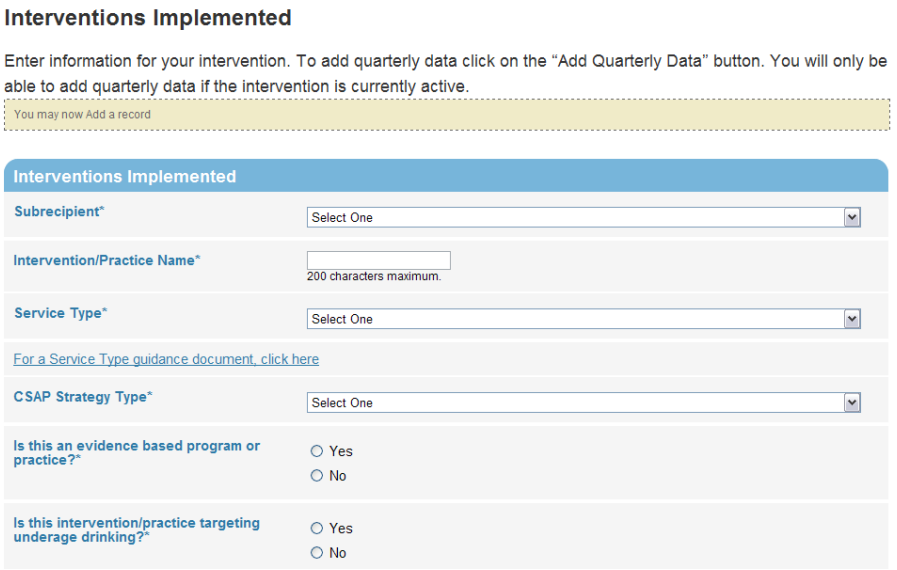
Adding an Implemented Intervention

1. Click **Implementation** from the Menu.
2. Click **Interventions Implemented** from the Implementation Landing Page.
3. Click the Add New Intervention (**Add New Intervention**) button.



Sample screenshot displaying the Interventions Implemented Listing Page

4. Select the Subrecipient community name from the **Subrecipient** dropdown menu.
5. Enter a brief description of the intervention to identify it by in the **Intervention/Practice Name*** text box.
6. Select the service code associated with the intervention from the **Service Type*** dropdown menu.
   *Note: For a description of the service types, click the For a Service Type guidance document, click here link.
7. Select the CSAP strategy associated with the intervention from the CSAP **Strategy Type** dropdown menu.
8. Answer *Yes* or *No* to **Is this an evidence-based program or practice?***.
9. Answer *Yes* or *No* to **Is this intervention/practice targeting underage drinking?***.


Interventions Implemented
Enter information for your intervention. To add quarterly data click on the "Add Quarterly Data" button. You will only be able to add quarterly data if the intervention is currently active.
You may now Add a record
Interventions Implemented
Subrecipient*
Select One
Intervention/Practice Name*
200 characters maximum.
Service Type*
Select One
For a Service Type guidance document, click here
CSAP Strategy Type*
Select One
Is this an evidence based program or practice?*
Yes
No
Is this intervention/practice targeting underage drinking?*
Yes
No

Screenshot displaying the Interventions Implemented Edit Form

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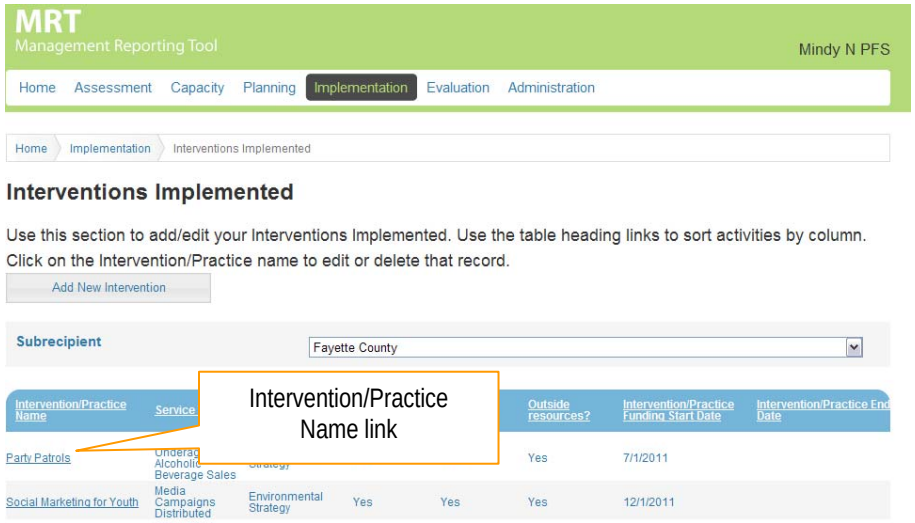
10. Answer *Yes* or *No* to **In addition to PFS funds, were resources outside of PFS used to support the intervention/practice during this Fiscal Year?***.
11. Enter the date the intervention first received funding in the **Intervention/Practice Funding Start Date*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
12. Answer *Yes* or *No* to **Is this intervention/practice currently active***.
    a. If *No* is selected, enter the date the intervention ended in the **Intervention/Practice End Date*** text box as mm/dd/yyyy or use the Calendar feature to select the date.
13. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.

Screenshot displaying the Interventions Implemented Edit Form

Adding Quarterly Data

Once the Intervention is saved, you can begin entering quarterly data to it.

1. Click **Implementation** from the Menu.
2. Click **Interventions Implemented** from the Implementation Landing Page.
3. Select the subrecipient community name from the **Subrecipient** dropdown menu.
4. From the Listing Page, select the implemented intervention you wish to add quarterly data to by clicking the appropriate Intervention/Practice Name.



Sample screenshot displaying the Interventions Implemented Listing Page

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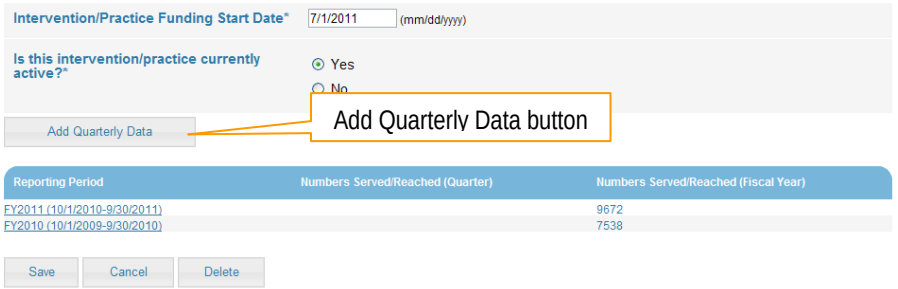
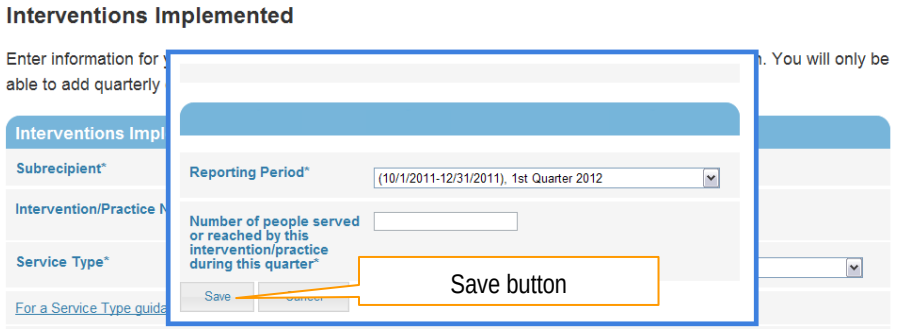
5. Click the Add Quarterly Data (Add Quarterly Data) button.



Sample screenshot displaying the Interventions Implemented Edit Form

   a. Select the appropriate reporting period for the quarter from the Reporting Period dropdown menu.
   b. Enter the number of people served during the quarter in the Number of people served or reached by this intervention/practice during this quarter text box.
   c. Click the Save (Save) button.
      *Note: Click the Cancel (Cancel) button to cancel this entry.
6. Click the Save (Save) button.
   *Note: Click the Cancel (Cancel) button to cancel this entry.



Sample screenshot displaying the Quarterly Data Edit Form

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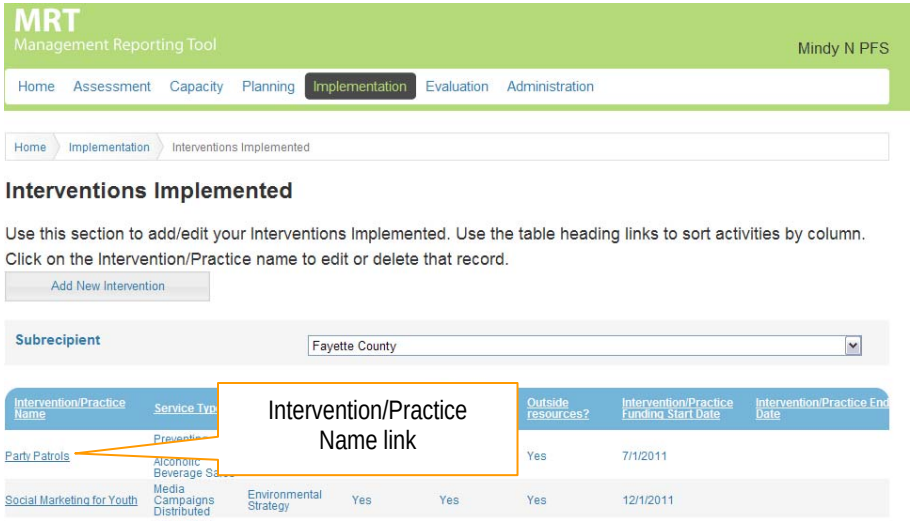
Editing an Implemented Intervention

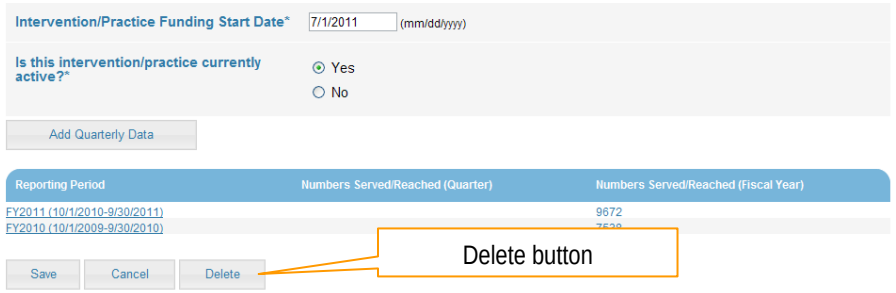
1. Click **Implementation** from the Menu.
2. Click **Interventions Implemented** from the Implementation Landing Page.
3. Select the subrecipient community name from the **Subrecipient** dropdown menu.
4. From the Listing Page, select the implemented intervention you wish to edit by clicking the appropriate Intervention/Practice Name.
5. Make any changes needed to the form.
    a. To edit quarterly data, click the link of the reporting period you wish to edit.
    b. Make any changes needed to the form.
    c. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.
    d. To delete the quarterly update, click the Delete (**Delete**) button.
6. Click the Save (**Save**) button.
*Note: Click the Cancel (**Cancel**) button to cancel this entry.



Sample screenshot displaying the Interventions Implemented Listing Page

Deleting an Implemented Intervention

1. Click **Implementation** from the Menu.
2. Click **Interventions Implemented** from the Implementation Landing Page.
3. Select the subrecipient community name from the **Subrecipient** dropdown menu.
4. From the Listing Page, select the implemented intervention you wish to delete by clicking the appropriate Intervention/Practice Name.
5. Click the Delete (**Delete**) button.
*Note: Click the Cancel (**Cancel**) button to cancel this entry.
6. The record will be removed from the grid



Sample screenshot displaying the Interventions Implemented Edit Form

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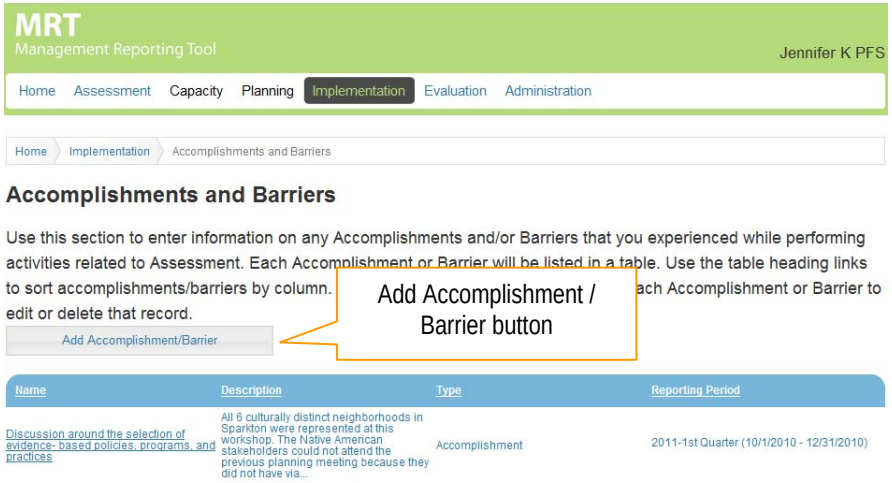
Accomplishments and Barriers

The Accomplishments and Barriers module allows the user to track their accomplishments and barriers related to implementation.

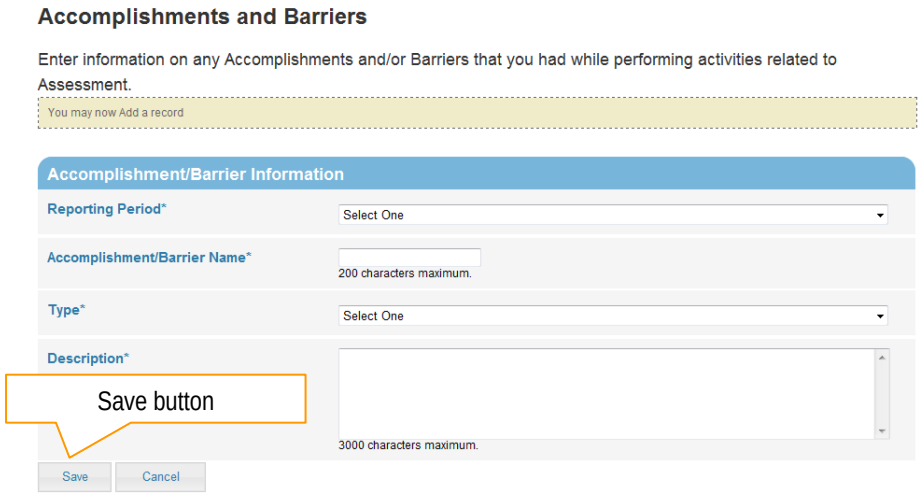
Adding an Accomplishment or Barrier

1. Click **Implementation** from the Menu.
2. Click **Accomplishments and Barriers** from the Implementation Landing Page.
3. Click the Add Accomplishment/Barrier (**Add Accomplishment/Barrier**) button.


MRT
Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Accomplishments and Barriers
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Assessment. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column.
ach Accomplishment or Barrier to edit or delete that record.
Add Accomplishment/Barrier
Add Accomplishment / Barrier button
Name
Description
Type
Reporting Period
Discussion around the selection of evidence- based policies, programs, and practices
All 6 culturally distinct neighborhoods in Sparkton were represented at this workshop. The Native American stakeholders could not attend the previous planning meeting because they did not have via...
Accomplishment
2011-1st Quarter (10/1/2010 - 12/31/2010)

Sample screenshot displaying the Accomplishments and Barriers Listing Page

4. Select the reporting period this accomplishment or barrier occurred in from the **Reporting Period*** dropdown menu.
5. Select a name form the accomplishment or barrier from the **Accomplishment/Barrier Name*** dropdown menu.
6. Select ***Accomplishment*** or ***Challenge/Barrier*** from the **Type*** dropdown menu.
7. Enter details about the accomplishment or barrier in the **Description*** text box.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Accomplishments and Barriers Edit Form

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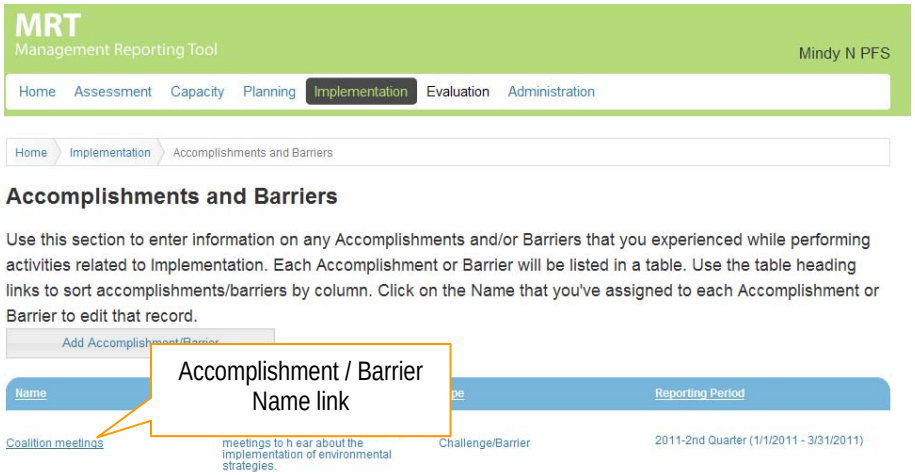
Editing an Accomplishment or Barrier

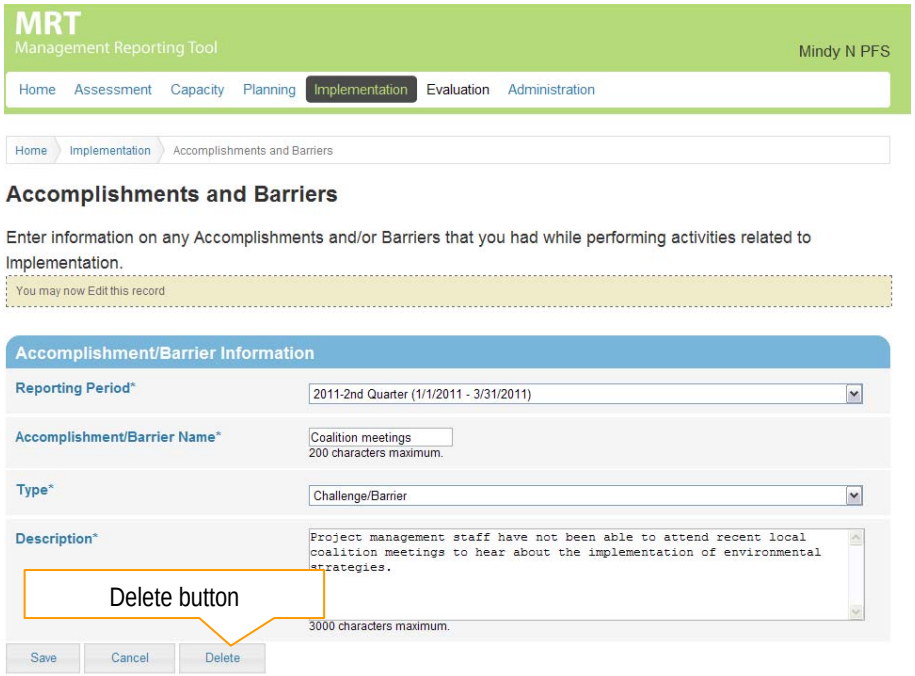
1. Click **Assessment** from the Menu.
2. Click **Accomplishments and Barriers** from the Implementation Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to edit by clicking the appropriate accomplishment/barrier Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Mindy N PFS
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Implementation Accomplishments and Barriers
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Implementation. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click on the Name that you've assigned to each Accomplishment or Barrier to edit that record.
Add Accomplishment/Barrier
Accomplishment / Barrier Name link
Name
Reporting Period
Coalition meetings
meetings to h ear about the implementation of environmental strategies.
Challenge/Barrier
2011-2nd Quarter (1/1/2011 - 3/31/2011)

Sample screenshot displaying the Accomplishments and Barriers Listing Page

Deleting an Accomplishment or Barrier

1. Click **Assessment** from the Menu.
2. Click **Accomplishments and Barriers** from the Implementation Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to delete by clicking the appropriate accomplishment/barrier Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


MRT
Management Reporting Tool
Mindy N PFS
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Implementation Accomplishments and Barriers
Accomplishments and Barriers
Enter information on any Accomplishments and/or Barriers that you had while performing activities related to Implementation.
You may now Edit this record
Accomplishment/Barrier Information
Reporting Period*
2011-2nd Quarter (1/1/2011 - 3/31/2011)
Accomplishment/Barrier Name*
Coalition meetings
200 characters maximum.
Type*
Challenge/Barrier
Description*
Project management staff have not been able to attend recent local coalition meetings to hear about the implementation of environmental strategies.
3000 characters maximum.
Delete button
Save
Cancel
Delete

Sample screenshot displaying the Accomplishments and Barriers Edit Form

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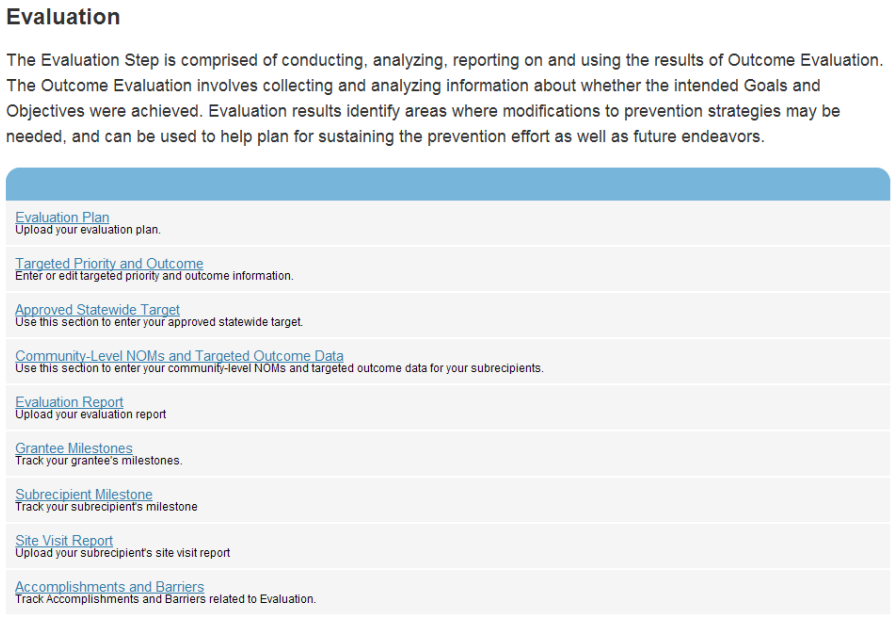
EVALUATION

Within the Evaluation module, a user is able to perform the following tasks:

1. Upload an Evaluation Plan.
2. Enter and edit Targeted Priorities and Outcomes.
3. Enter, edit and delete Approved Statewide Targets.
4. Enter, edit and delete Community-Level NOMs and Targeted Outcome Data.
5. Upload an Evaluation Report.
6. Enter and edit Grantee Milestones.
7. Enter and edit Subrecipient Milestones.
8. Upload a Site Visit Report.
9. Enter, edit and delete Accomplishments and Barriers related to Evaluation.


Evaluation
The Evaluation Step is comprised of conducting, analyzing, reporting on and using the results of Outcome Evaluation. The Outcome Evaluation involves collecting and analyzing information about whether the intended Goals and Objectives were achieved. Evaluation results identify areas where modifications to prevention strategies may be needed, and can be used to help plan for sustaining the prevention effort as well as future endeavors.
Evaluation Plan
Upload your evaluation plan.
Targeted Priority and Outcome
Enter or edit targeted priority and outcome information.
Approved Statewide Target
Use this section to enter your approved statewide target.
Community-Level NOMs and Targeted Outcome Data
Use this section to enter your community-level NOMs and targeted outcome data for your subrecipients.
Evaluation Report
Upload your evaluation report
Grantee Milestones
Track your grantee's milestones.
Subrecipient Milestone
Track your subrecipient's milestone
Site Visit Report
Upload your subrecipient's site visit report
Accomplishments and Barriers
Track Accomplishments and Barriers related to Evaluation.

Screenshot displaying the Evaluation Landing Page

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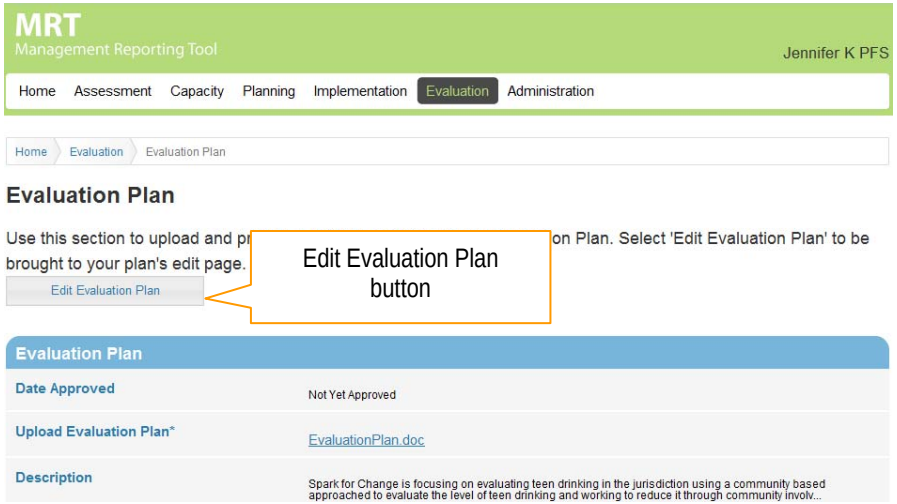
Evaluation Plan

The Evaluation Plan module allows the user to upload and provide a brief description of their evaluation plan.

Uploading the Evaluation Plan

1. Click **Evaluation** from the Menu.
2. Click **Evaluation Plan** from the Evaluation Landing Page.
3. Click the Edit Evaluation Plan (**Edit Evaluation Plan**) button.



Sample screenshot displaying the Evaluation Plan Listing Page

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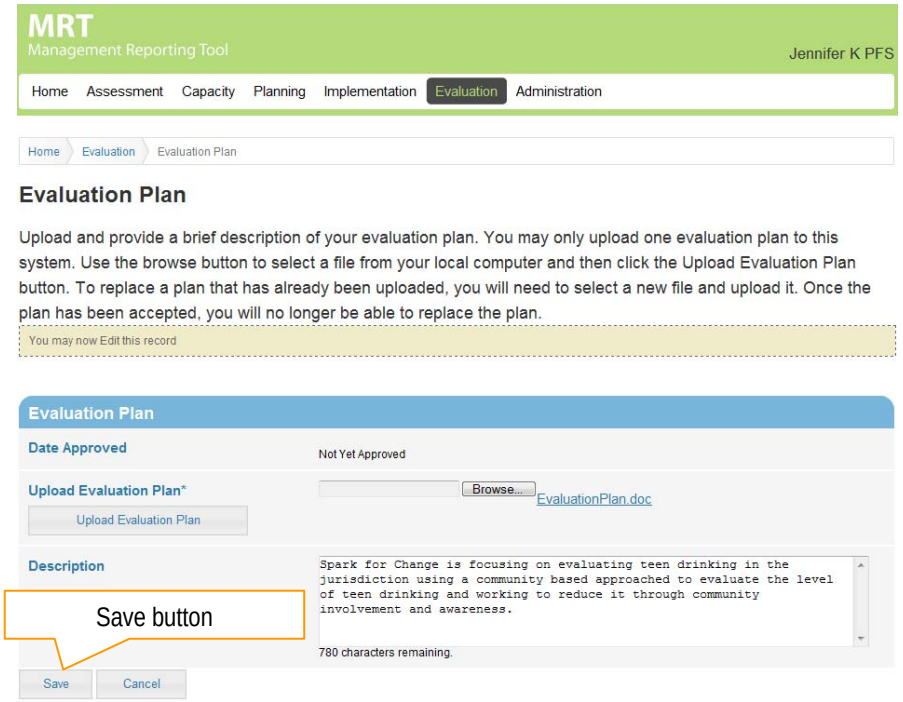
4. To upload an evaluation plan, perform the following steps:
    a. Click the Browse... (**Browse**) button.
    b. Select the document you wish to upload from the **Choose File** window and click the Open (**Open**) button.
    c. Click the Upload Evaluation Plan (**Upload Evaluation Plan**) button.
5. The file path will appear next to the **Upload Evaluation Plan*** text box.
6. If desired, enter a description of the evaluation plan in the **Description** text box.
7. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Evaluation Plan
Evaluation Plan
Upload and provide a brief description of your evaluation plan. You may only upload one evaluation plan to this system. Use the browse button to select a file from your local computer and then click the Upload Evaluation Plan button. To replace a plan that has already been uploaded, you will need to select a new file and upload it. Once the plan has been accepted, you will no longer be able to replace the plan.
You may now Edit this record
Evaluation Plan
Date Approved
Not Yet Approved
Upload Evaluation Plan*
Browse...
EvaluationPlan.doc
Upload Evaluation Plan
Description
Spark for Change is focusing on evaluating teen drinking in the jurisdiction using a community based approached to evaluate the level of teen drinking and working to reduce it through community involvement and awareness.
780 characters remaining.
Save button
Save
Cancel

Sample screenshot displaying the Evaluation Plan Edit Form

Tips

- The evaluation plan is only added once and can be submitted through the Work Plan Submission module.
- Once the plan has been approved you cannot change the uploaded file or its description. If you need to make any changes or re-upload the plan you will need to do this before it is approved.
- The Date Approved field will display on the Evaluation Plan listing page and edit form once the plan is approved.

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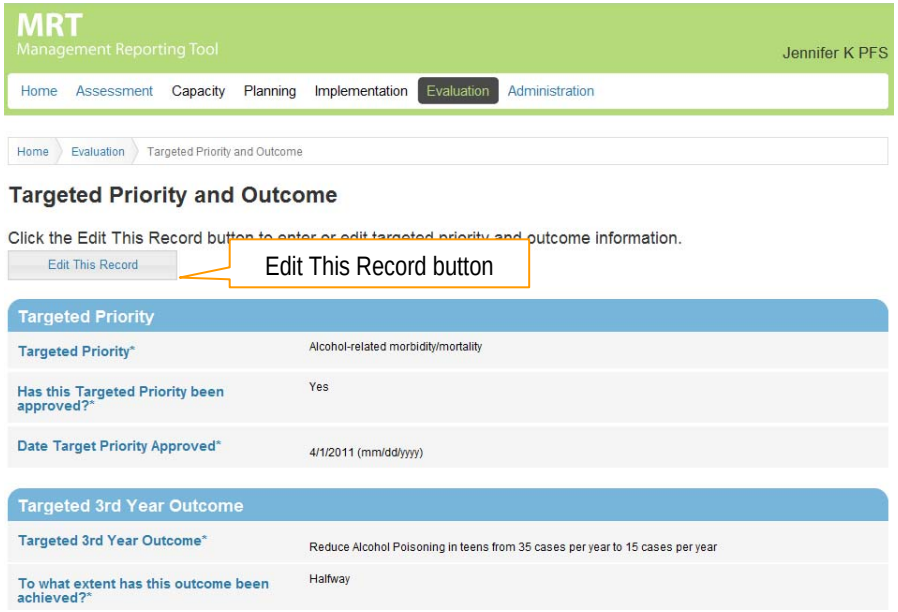
Targeted Priority and Outcome

The Targeted Priority and Outcome module allows the user to enter details regarding the grantee's targeted priority and desired outcome of that priority.

Updating the Targeted Priority and Outcome

1. Click **Evaluation** from the Menu.
2. Click **Targeted Priority and Outcome** from the Evaluation Landing Page.
3. Click the Edit This Record (**Edit This Record**) button.



Sample screenshot displaying the Targeted Priority and Outcome Listing Page

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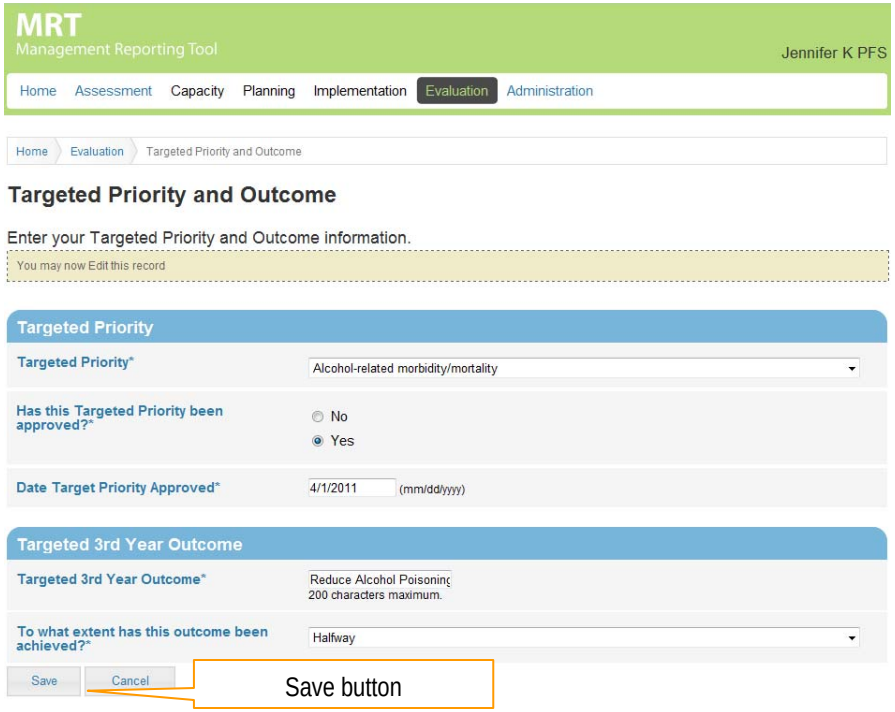
4. Select the priority that will be targeted from the **Targeted Priority*** dropdown menu.
5. Select *Yes* or *No* for **Has this Targeted Priority been approved?***.
    a. If *Yes* is selected, enter the date the priority was approved in the **Date Target Priority Approved*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
6. Enter the desired result of the priority after 3 years in the **Targeted 3rd Year Outcome*** textbox.
7. Select the status of the outcome from the **To What Extent has this outcome been achieved?*** dropdown menu.
8. Click the Save (**Save**) button.
*Note: Click the Cancel (**Cancel**) button to cancel this entry.



Sample screenshot displaying the Targeted Priority and Outcome Edit Form

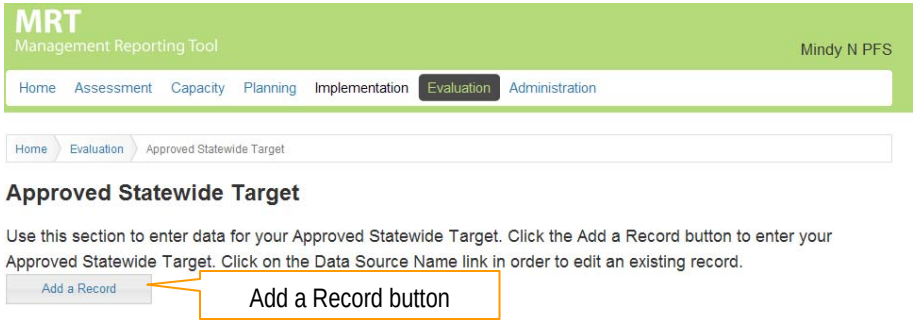
© KIT Solutions® 2012

Approved Statewide Target

The Approved Statewide Target module allows the user to enter their approved statewide target.

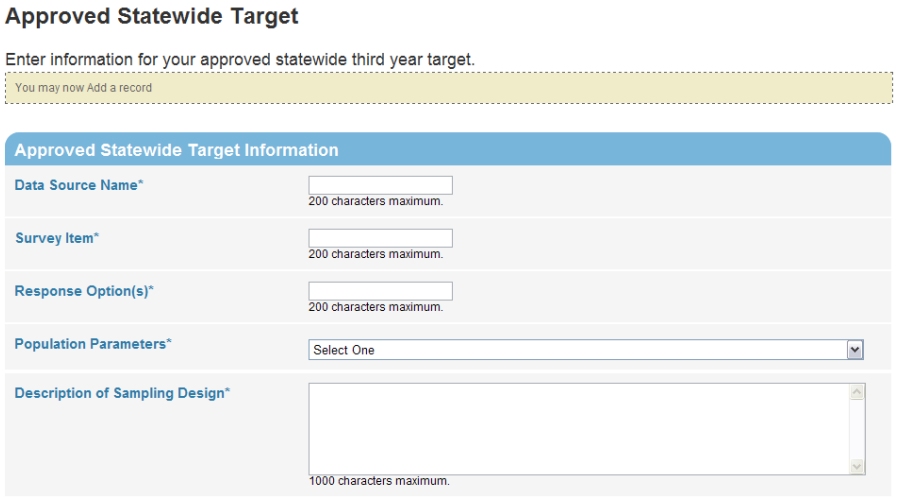
Adding an Approved Statewide Target

1. Click **Evaluation** from the Menu.
2. Click **Approved Statewide Target** from the Evaluation Landing Page.
3. Click the Add a Record (**Add a Record**) button.



Screenshot displaying the Approved Statewide Target Listing Page

4. Enter the name of the data source in the **Data Source Name** text box.
5. Enter the survey item you are reporting data for in the **Survey Item** text box.
6. Enter the response options for the survey item used for this measure in the **Response Option(s)** text box.
7. Select whether the survey population was defined by age or grade from the **Population Parameters** dropdown menu.
    a. If *Enter Age Range* is selected, enter the lower and upper bound for the age range for the population represented in two (2) fields: **Age Range Minimum** and **Age Range Maximum**.
    b. If *Enter Grade(s)* is selected, select the grade(s) of the population represented using the **Grade Range** checkboxes.
8. Enter a description of the sampling strategy in the **Description of Sampling Design** text box.



Screenshot displaying the Approved Statewide Target Edit Form

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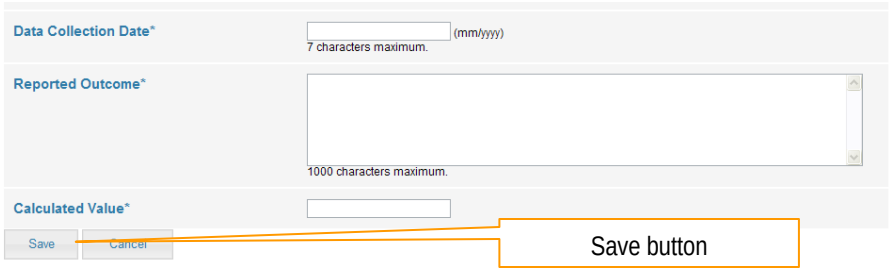
9. Indicate the month and year in which the survey was conducted in the **Data Collection Date** text box as mm/yyyy.
10. Enter the outcome of the survey data in the **Reported Outcome** text box.
11. Enter the calculated value of the measure in the **Calculated Value*** text box.
12. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.

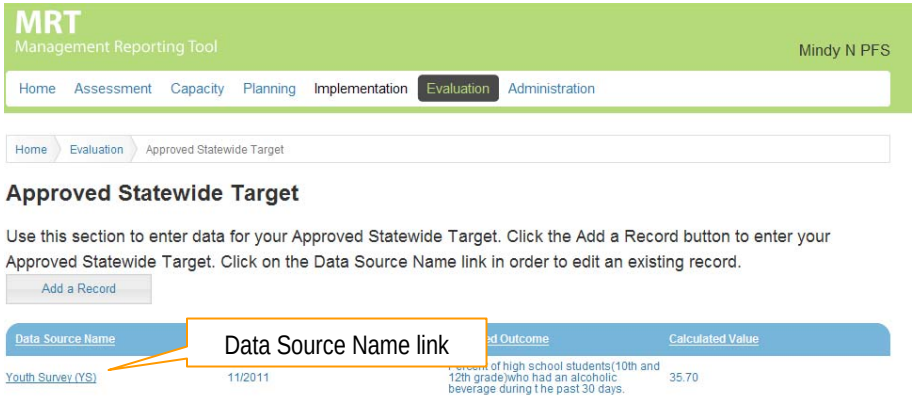


Screenshot displaying the Approved Statewide Target Edit Form

 © KIT Solutions® 2012

Editing an Approved Statewide Target

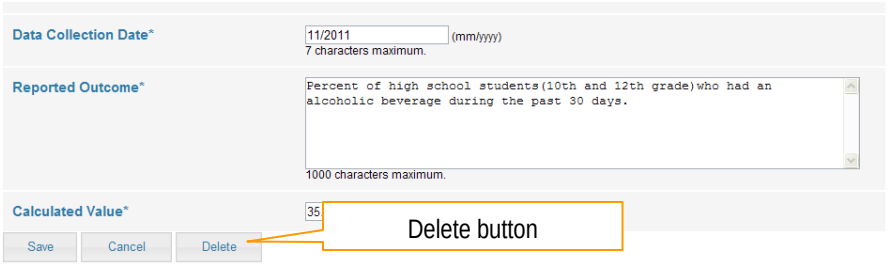
1. Click **Evaluation** from the Menu.
2. Click **Approved Statewide Target** from the Evaluation Landing Page.
3. From the Listing Page, select the data source you wish to edit by clicking the appropriate Data Source Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Sample screenshot displaying the Approved Statewide Target Listing Page

Deleting an Approved Statewide Target

1. Click **Evaluation** from the Menu.
2. Click **Approved Statewide Target** from the Evaluation Landing Page.
3. From the Listing Page, select the data source you wish to delete by clicking the appropriate Data Source Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



Sample screenshot displaying the Approved Statewide Target Edit Form

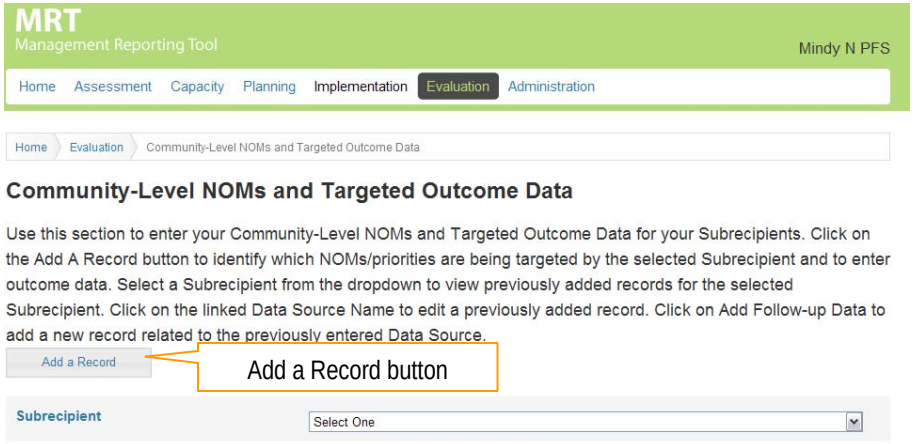
© KIT Solutions® 2012

Community-Level NOMs and Targeted Outcome Data

The Community-Level NOMs and Targeted Outcome Data module allows the user to enter their community-level NOMs and targeted outcome data for your subrecipients.

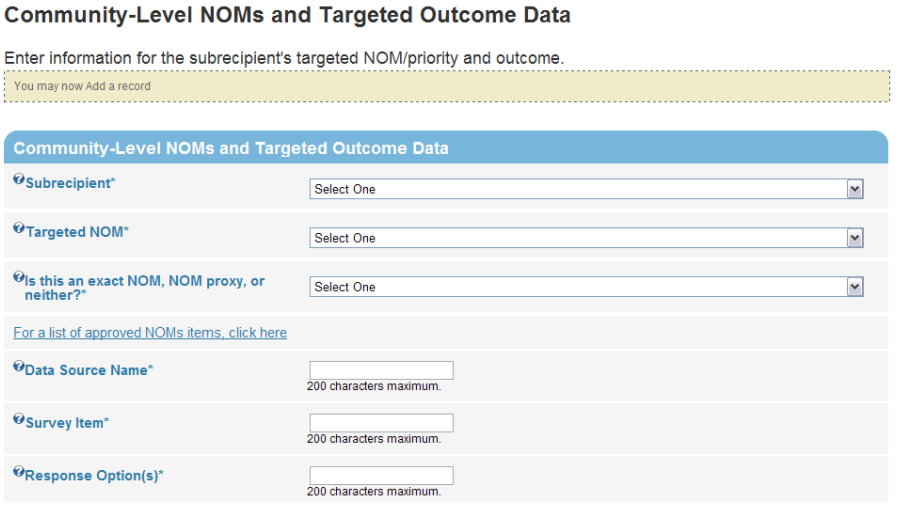
Adding a Community-Level NOMs

1. Click **Evaluation** from the Menu.
2. Click **Community-Level NOMs and Targeted Outcome Data** from the Evaluation Landing Page.
3. Click the Add a Record (**Add a Record**) button.


MRT
Management Reporting Tool
Mindy N PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Community-Level NOMs and Targeted Outcome Data
Community-Level NOMs and Targeted Outcome Data
Use this section to enter your Community-Level NOMs and Targeted Outcome Data for your Subrecipients. Click on the Add A Record button to identify which NOMs/priorities are being targeted by the selected Subrecipient and to enter outcome data. Select a Subrecipient from the dropdown to view previously added records for the selected Subrecipient. Click on the linked Data Source Name to edit a previously added record. Click on Add Follow-up Data to add a new record related to the previously entered Data Source.
Add a Record
Add a Record button
Subrecipient
Select One

Screenshot displaying the Community-Level NOMs Listing Page

4. Select the Subrecipient community name from the **Subrecipient** dropdown menu.
5. Select the NOMs you are reporting from the **Targeted NOMs** dropdown menu.
    a. If *Other* is selected (because this is not a NOM), describe the targeted priority from the **Other Targeted Priority** dropdown menu.
6. Select whether the NOM measure was exact, proxy or neither from the **Is this an exact NOM, NOM proxy, or neither?** dropdown menu.
   *Note: For a description of approved NOMs, click the For a list of approved NOMs items, click here link.
7. Enter the name of the data source in the **Data Source Name** text box.
8. Enter the survey item you are reporting data for in the **Survey Item** text box.
9. Enter the response options for the survey item used for this measure in the **Response Option(s)** text box.


Community-Level NOMs and Targeted Outcome Data
Enter information for the subrecipient's targeted NOM/priority and outcome.
You may now Add a record
Community-Level NOMs and Targeted Outcome Data
Subrecipient*
Select One
Targeted NOM*
Select One
Is this an exact NOM, NOM proxy, or neither?*
Select One
For a list of approved NOMs items, click here
Data Source Name*
200 characters maximum.
Survey Item*
200 characters maximum.
Response Option(s)*
200 characters maximum.

Screenshot displaying the Community-Level NOMs Edit Form

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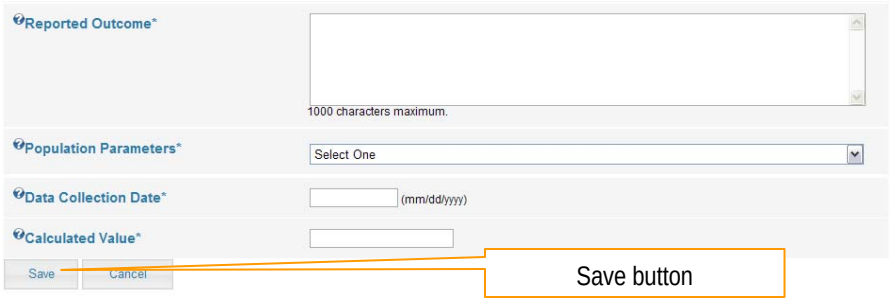
Tips

- A NOM must be reported for each subrecipient, regardless of whether data for additional targets are also reported.

10. Enter the actual result and related statistics you are reporting for this measure in the **Reported Outcome** text box.
11. Select whether the survey population was defined by age or grade from the **Population Parameters** dropdown menu.
    a. If *Enter Age Range* is selected, enter the lower and upper bound for the age range for the population represented in two (2) fields: **Age Range Minimum** and **Age Range Maximum**.
    b. If *Enter Grade(s)* is selected, select the grade(s) of the population represented using the **Grade Range** checkboxes.
12. Indicate the date in which the survey was conducted in the **Data Collection Date*** text box as mm/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
13. Enter the calculated value of the measure in the **Calculated Value*** text box.
13. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Community-Level NOMs Edit Form

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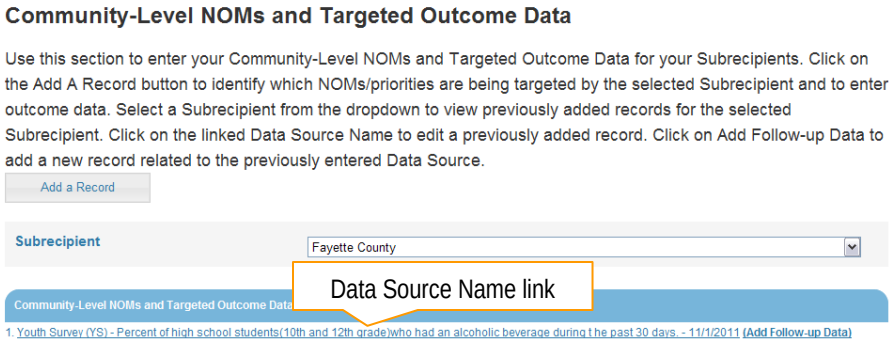
Editing a Community-Level NOMs

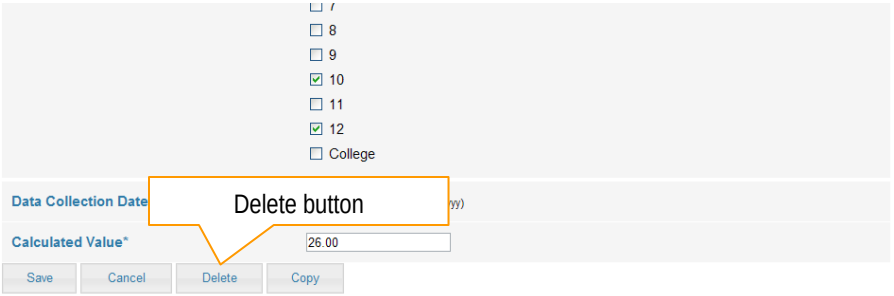
1. Click **Evaluation** from the Menu.
2. Click **Community-Level NOMs and Targeted Outcome Data** from the Evaluation Landing Page.
3. Select the Subrecipient community name from the **Subrecipient** dropdown menu.
4. From the Listing Page, select the data source you wish to edit by clicking the appropriate data source name.
6. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

Deleting a Community-Level NOMs

1. Click **Evaluation** from the Menu.
2. Click **Community-Level NOMs and Targeted Outcome Data** from the Evaluation Landing Page.
3. Select the Subrecipient community name from the **Subrecipient** dropdown menu.
4. From the Listing Page, select the data source you wish to delete by clicking the appropriate data source name.
5. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
6. The record will be removed from the grid.


Community-Level NOMs and Targeted Outcome Data
Use this section to enter your Community-Level NOMs and Targeted Outcome Data for your Subrecipients. Click on the Add A Record button to identify which NOMs/priorities are being targeted by the selected Subrecipient and to enter outcome data. Select a Subrecipient from the dropdown to view previously added records for the selected Subrecipient. Click on the linked Data Source Name to edit a previously added record. Click on Add Follow-up Data to add a new record related to the previously entered Data Source.
Add a Record
Subrecipient
Fayette County
Data Source Name link
Community-Level NOMs and Targeted Outcome Data
1. Youth Survey (YS) - Percent of high school students(10th and 12th grade)who had an alcoholic beverage during t he past 30 days. - 11/1/2011 (Add Follow-up Data)

Screenshot displaying the Community-Level NOMs Listing Page

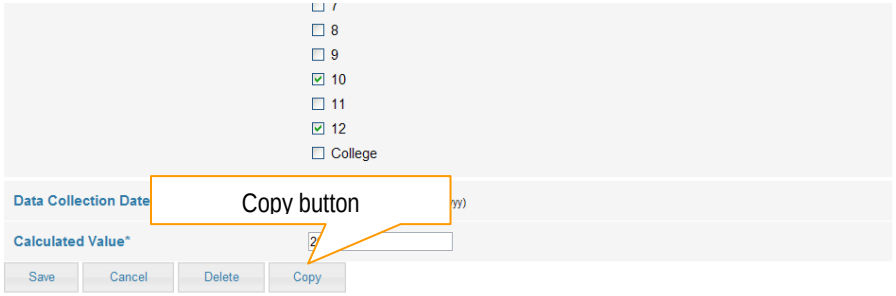


Screenshot displaying the Community-Level NOMs Edit Form

© KIT Solutions® 2012

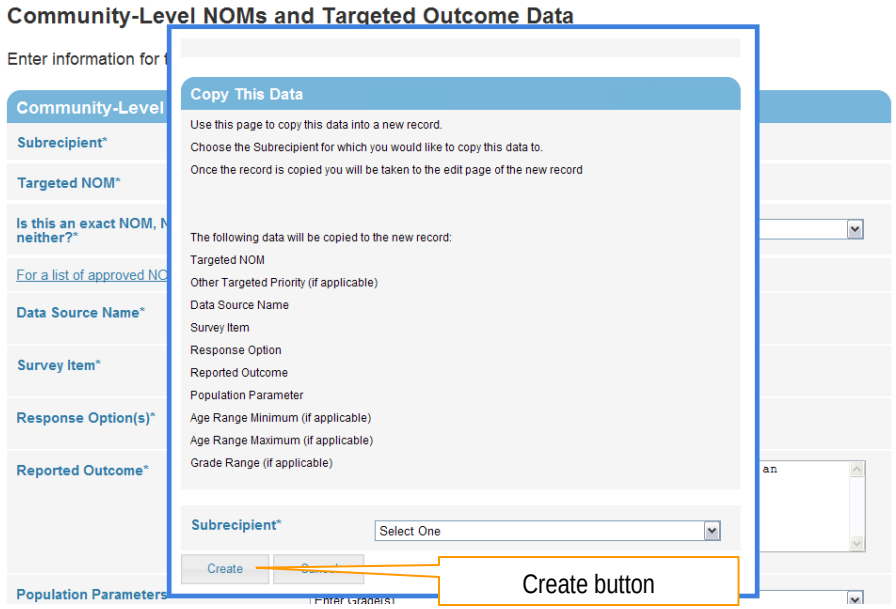
Copying a Community-Level NOMs

1. Click **Evaluation** from the Menu.
2. Click **Community-Level NOMs and Targeted Outcome Data** from the Evaluation Landing Page.
3. Select the Subrecipient community name from the **Subrecipient** dropdown menu.
4. From the Listing Page, select the data source you wish to copy by clicking the appropriate data source name.
5. Click the Copy (**Copy**) button.



Screenshot displaying the Community-Level NOMs Edit Form

6. A list appears informing you of the data that will be copied to a new record.
7. Select the Subrecipient community name you would like the data source to belong to from the **Subrecipient** dropdown menu.
8. Click the Copy (**Create**) button.
   *Note: Click the Cancel (Cancel) button to cancel this copy.
9. Make any changes needed to the details.
10. Click the Save (**Save**) button.
    *Note: Click the Cancel (Cancel) button to cancel this entry.


Community-Level NOMs and Targeted Outcome Data
Enter information for t
Copy This Data
Use this page to copy this data into a new record.
Choose the Subrecipient for which you would like to copy this data to.
Once the record is copied you will be taken to the edit page of the new record
The following data will be copied to the new record:
Targeted NOM
Other Targeted Priority (if applicable)
Data Source Name
Survey Item
Response Option
Reported Outcome
Population Parameter
Age Range Minimum (if applicable)
Age Range Maximum (if applicable)
Grade Range (if applicable)
Subrecipient*
Select One
Create
Create button
Community-Level
Subrecipient*
Targeted NOM*
Is this an exact NOM, N
neither?*
For a list of approved NO
Data Source Name*
Survey Item*
Response Option(s)*
Reported Outcome*
Population Parameters

Screenshot displaying the Copy This Data Edit Form

Tips

- You will only be able to copy a baseline Community-Level NOM. Follow-Up cannot be copied.

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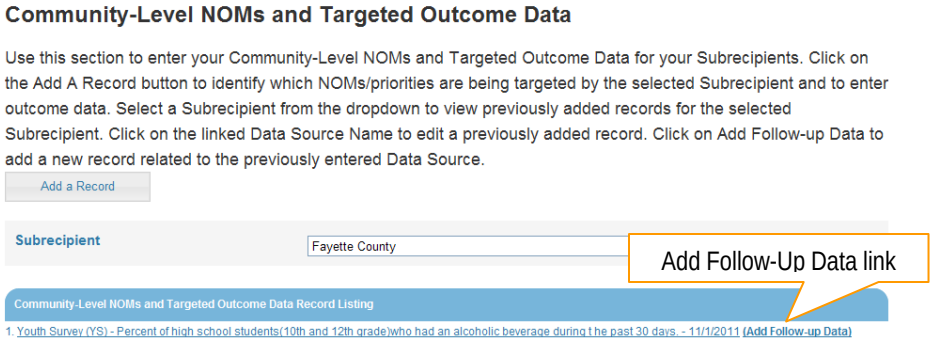
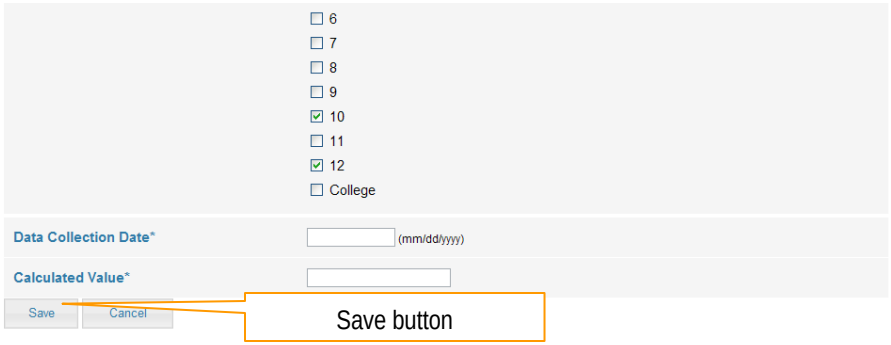
Adding a Follow-Up Community-Level NOMs

1. Click **Evaluation** from the Menu.
2. Click **Community-Level NOMs and Targeted Outcome Data** from the Evaluation Landing Page.
3. Select the Subrecipient community name from the **Subrecipient** dropdown menu.
4. Click the (Add Follow-up Data) (**Add Follow-up Data**) link located to the right of the appropriate data source.


Community-Level NOMs and Targeted Outcome Data
Use this section to enter your Community-Level NOMs and Targeted Outcome Data for your Subrecipients. Click on the Add A Record button to identify which NOMs/priorities are being targeted by the selected Subrecipient and to enter outcome data. Select a Subrecipient from the dropdown to view previously added records for the selected Subrecipient. Click on the linked Data Source Name to edit a previously added record. Click on Add Follow-up Data to add a new record related to the previously entered Data Source.
Add a Record
Subrecipient
Fayette County
Add Follow-Up Data link
Community-Level NOMs and Targeted Outcome Data Record Listing
1. Youth Survey (YS) - Percent of high school students(10th and 12th grade)who had an alcoholic beverage during the past 30 days. - 11/1/2011 (Add Follow-up Data)

Screenshot displaying the Community-Level NOMs Listing Page

5. Most fields will be pre-populated for you based on the Community-Level NOMs details.
6. Indicate the date in which the survey was conducted in the **Data Collection Date*** text box as mm/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
7. Enter the calculated value of the measure in the **Calculated Value*** text box.
8. Make any changes needed to the other fields.
9. Click the Save (**Save**) button.
   ***Note:** Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Copy This Data Edit Form

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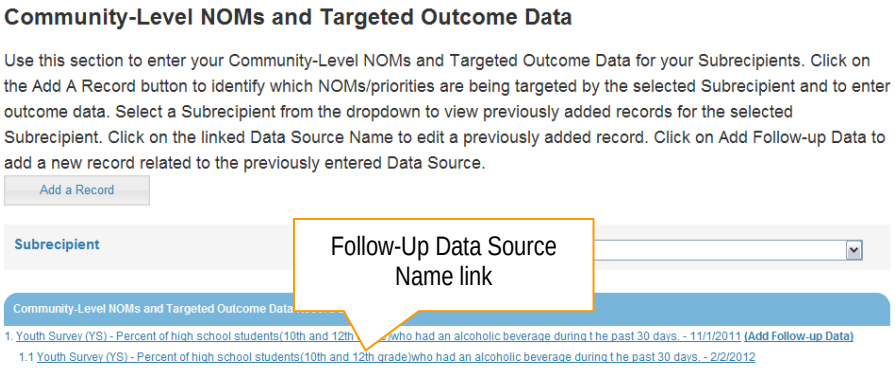
Editing a Follow-Up Community-Level NOMs

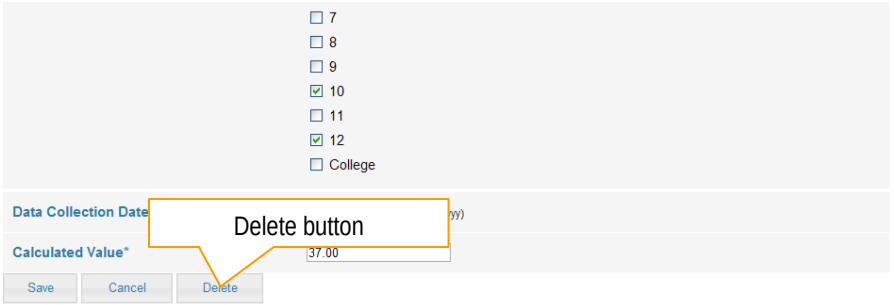
1. Click **Evaluation** from the Menu.
2. Click **Community-Level NOMs and Targeted Outcome Data** from the Evaluation Landing Page.
3. Select the Subrecipient community name from the **Subrecipient** dropdown menu.
4. From the Listing Page, select the follow-up data source you wish to edit by clicking the appropriate data source name.
7. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


Community-Level NOMs and Targeted Outcome Data
Use this section to enter your Community-Level NOMs and Targeted Outcome Data for your Subrecipients. Click on the Add A Record button to identify which NOMs/priorities are being targeted by the selected Subrecipient and to enter outcome data. Select a Subrecipient from the dropdown to view previously added records for the selected Subrecipient. Click on the linked Data Source Name to edit a previously added record. Click on Add Follow-up Data to add a new record related to the previously entered Data Source.
Add a Record
Subrecipient
Follow-Up Data Source Name link
Community-Level NOMs and Targeted Outcome Data
1. Youth Survey (YS) - Percent of high school students(10th and 12th
who had an alcoholic beverage during t he past 30 days. - 11/1/2011 (Add Follow-up Data)
1.1 Youth Survey (YS) - Percent of high school students(10th and 12th grade)who had an alcoholic beverage during t he past 30 days. - 2/2/2012

Screenshot displaying the Community-Level NOMs Listing Page

Deleting a Follow-Up Community-Level NOMs

1. Click **Evaluation** from the Menu.
2. Click **Community-Level NOMs and Targeted Outcome Data** from the Evaluation Landing Page.
3. Select the Subrecipient community name from the **Subrecipient** dropdown menu.
4. From the Listing Page, select the follow-up data source you wish to delete by clicking the appropriate data source name.
5. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
6. The record will be removed from the grid.



Screenshot displaying the Community-Level NOMs Edit Form

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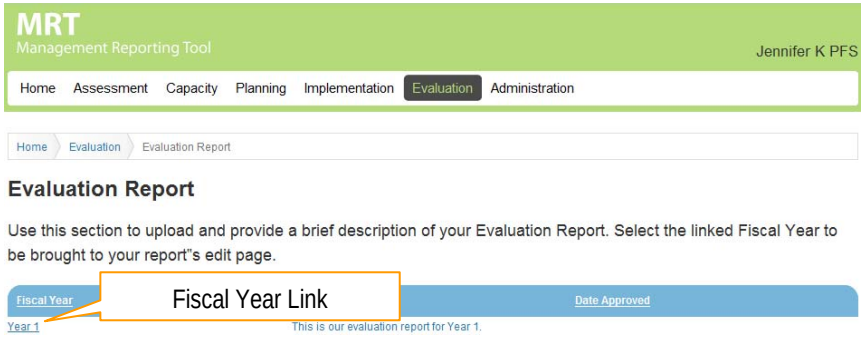
Evaluation Report

The Evaluation Report module allows the user to upload and provide a brief description of their evaluation report.

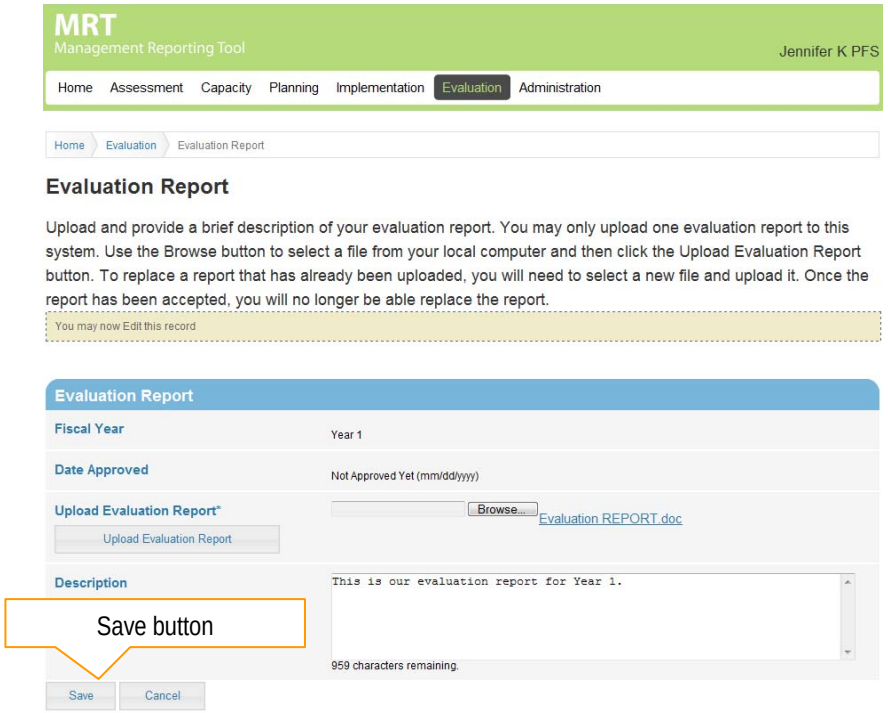
Uploading an Evaluation Report

1. Click **Evaluation** from the Menu.
2. Click **Evaluation Report** from the Evaluation Landing Page.
3. From the Listing Page, select the fiscal year you wish to upload for by clicking the appropriate Fiscal Year name.



Sample screenshot displaying the Evaluation Report Listing Page

4. To upload an evaluation report, perform the following steps:
   a. Click the Browse... (**Browse**) button.
   b. Select the document you wish to upload from the **Choose File** window and click the Open (**Open**) button.
   c. Click the Upload Evaluation Report (**Upload Evaluation Report**) button.
   d. The file path will appear next to the **Upload Evaluation Report*** text box.
5. If desired, enter a description of the evaluation report in the **Description** text box.
6. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Evaluation Report
Evaluation Report
Upload and provide a brief description of your evaluation report. You may only upload one evaluation report to this system. Use the Browse button to select a file from your local computer and then click the Upload Evaluation Report button. To replace a report that has already been uploaded, you will need to select a new file and upload it. Once the report has been accepted, you will no longer be able replace the report.
You may now Edit this record
Evaluation Report
Fiscal Year
Year 1
Date Approved
Not Approved Yet (mm/dd/yyyy)
Upload Evaluation Report*
Browse...
Evaluation REPORT.doc
Upload Evaluation Report
Description
This is our evaluation report for Year 1.
959 characters remaining.
Save button
Save
Cancel

Sample screenshot displaying the Evaluation Report Edit Form

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Tips

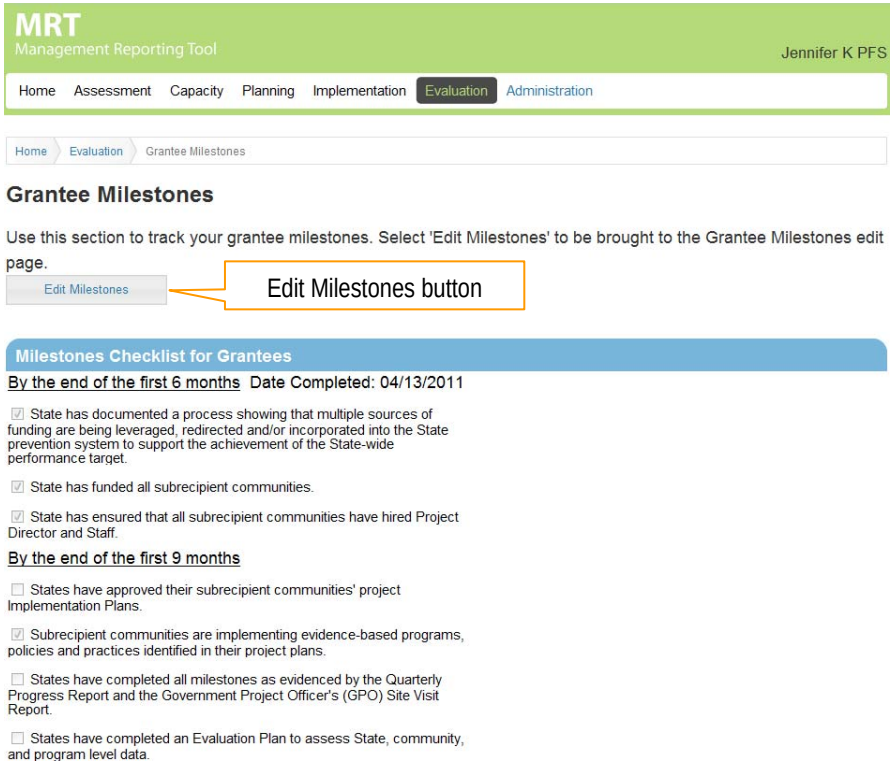
- The evaluation report is to be completed once per fiscal year.
- Once the report has been approved you cannot change the uploaded file or its description.
- The Date Approved field will display on the Evaluation Report listing page and edit form once the plan is approved.

Grantee Milestones

The Grantee Milestones module allows the user to track all of the milestones achieved by the grantee for a specific time frame.

Updating Grantee Milestones

1. Click **Evaluation** from the Menu.
2. Click **Grantee Milestones** from the Evaluation Landing Page.
3. Click the Edit Milestones (**Edit Milestones**) button.


MRT
Management Reporting Tool
Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Grantee Milestones
Grantee Milestones
Use this section to track your grantee milestones. Select 'Edit Milestones' to be brought to the Grantee Milestones edit page.
Edit Milestones
Edit Milestones button
Milestones Checklist for Grantees
By the end of the first 6 months Date Completed: 04/13/2011
State has documented a process showing that multiple sources of funding are being leveraged, redirected and/or incorporated into the State prevention system to support the achievement of the State-wide performance target.
State has funded all subrecipient communities.
State has ensured that all subrecipient communities have hired Project Director and Staff.
By the end of the first 9 months
States have approved their subrecipient communities' project Implementation Plans.
Subrecipient communities are implementing evidence-based programs, policies and practices identified in their project plans.
States have completed all milestones as evidenced by the Quarterly Progress Report and the Government Project Officer's (GPO) Site Visit Report.
States have completed an Evaluation Plan to assess State, community, and program level data.

Sample screenshot displaying the Grantee Milestones Listing Page – this is a partial screenshot

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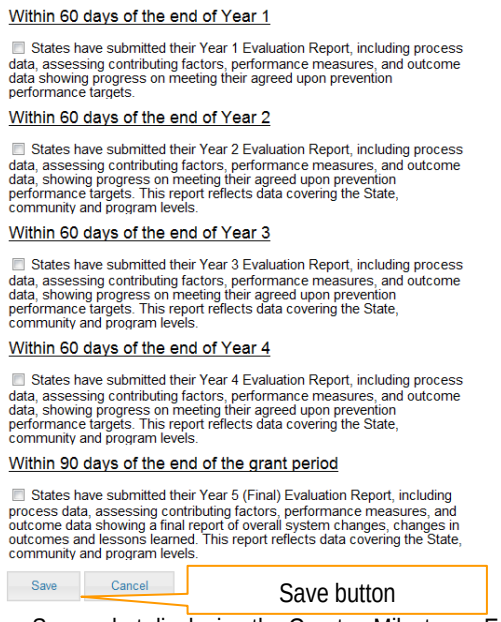
4. Check the box next to each milestone that your grantee as reached.
5. Click the Save (Save) button.
   *Note: Click the Cancel (Cancel) button to cancel this entry.


Within 60 days of the end of Year 1
States have submitted their Year 1 Evaluation Report, including process data, assessing contributing factors, performance measures, and outcome data showing progress on meeting their agreed upon prevention performance targets.
Within 60 days of the end of Year 2
States have submitted their Year 2 Evaluation Report, including process data, assessing contributing factors, performance measures, and outcome data, showing progress on meeting their agreed upon prevention performance targets. This report reflects data covering the State, community and program levels.
Within 60 days of the end of Year 3
States have submitted their Year 3 Evaluation Report, including process data, assessing contributing factors, performance measures, and outcome data, showing progress on meeting their agreed upon prevention performance targets. This report reflects data covering the State, community and program levels.
Within 60 days of the end of Year 4
States have submitted their Year 4 Evaluation Report, including process data, assessing contributing factors, performance measures, and outcome data, showing progress on meeting their agreed upon prevention performance targets. This report reflects data covering the State, community and program levels.
Within 90 days of the end of the grant period
States have submitted their Year 5 (Final) Evaluation Report, including process data, assessing contributing factors, performance measures, and outcome data showing a final report of overall system changes, changes in outcomes and lessons learned. This report reflects data covering the State, community and program levels.
Save
Cancel
Save button
Screenshot displaying the Grantee Milestones Edit Form – this is a partial screenshot

Tips

- The date the grantee was funded is displayed near the top of the edit form.
- Once all milestones are reached for a time frame, the date completed will display on the listing page.

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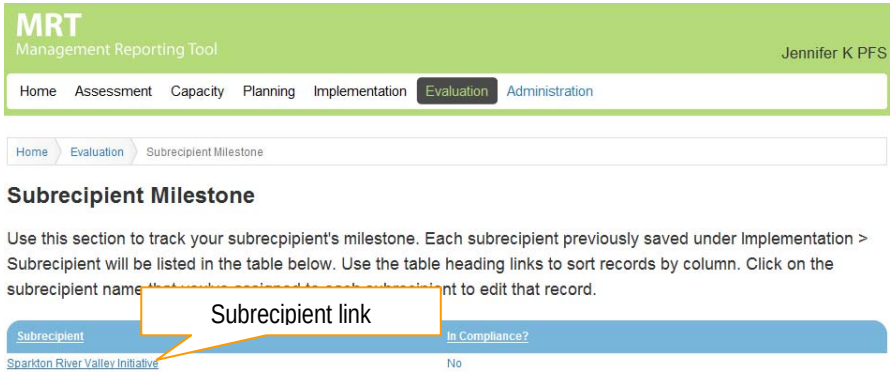
Subrecipient Milestone

The Subrecipient Milestone module allows the user to track all of the milestones achieved by each Subrecipient that was added in the Subrecipient module.

Updating a Subrecipient's Milestones

1. Click **Evaluation** from the Menu.
2. Click **Grantee Milestones** from the Evaluation Landing Page.
3. From the Listing Page, select the Subrecipient you wish to edit by clicking the appropriate Subrecipient name.



Sample screenshot displaying the Subrecipient Milestone Listing Page

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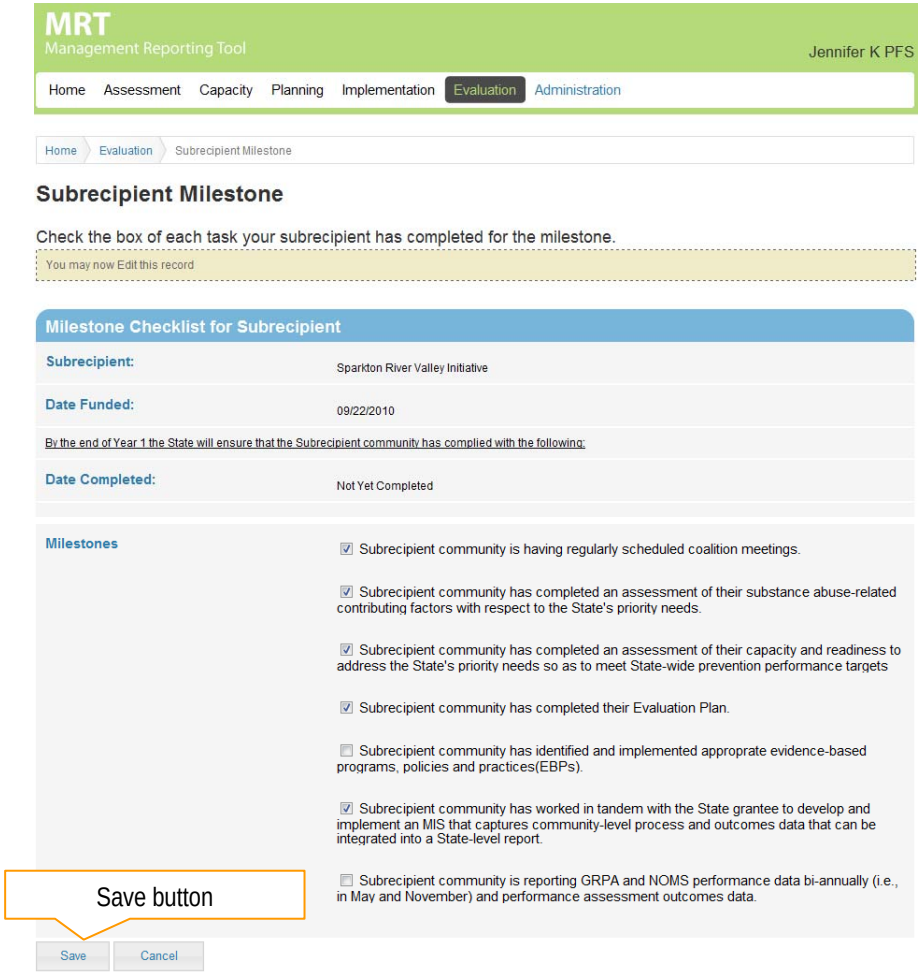
4. Check the box next to each **Milestone** the Subrecipient has reached.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
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Jennifer K PFS
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Subrecipient Milestone
Subrecipient Milestone
Check the box of each task your subrecipient has completed for the milestone.
You may now Edit this record
Milestone Checklist for Subrecipient
Subrecipient:
Sparkton River Valley Initiative
Date Funded:
09/22/2010
By the end of Year 1 the State will ensure that the Subrecipient community has complied with the following:
Date Completed:
Not Yet Completed
Milestones
Subrecipient community is having regularly scheduled coalition meetings.
Subrecipient community has completed an assessment of their substance abuse-related contributing factors with respect to the State's priority needs.
Subrecipient community has completed an assessment of their capacity and readiness to address the State's priority needs so as to meet State-wide prevention performance targets
Subrecipient community has completed their Evaluation Plan.
Subrecipient community has identified and implemented approprate evidence-based programs, policies and practices(EBPs).
Subrecipient community has worked in tandem with the State grantee to develop and implement an MIS that captures community-level process and outcomes data that can be integrated into a State-level report.
Subrecipient community is reporting GRPA and NOMS performance data bi-annually (i.e., in May and November) and performance assessment outcomes data.
Save button
Save
Cancel

Sample screenshot displaying the Subrecipient Milestone Edit Form

Tips

- The date the Subrecipient was funded is displayed near the top of the edit form. This date was entered in the Implementation: Subrecipient module.
- Once all milestones are reached, the **Date Completed:** shows the date the last milestone was reached, and the **In Compliance?** field on the listing page with change to “Yes”.

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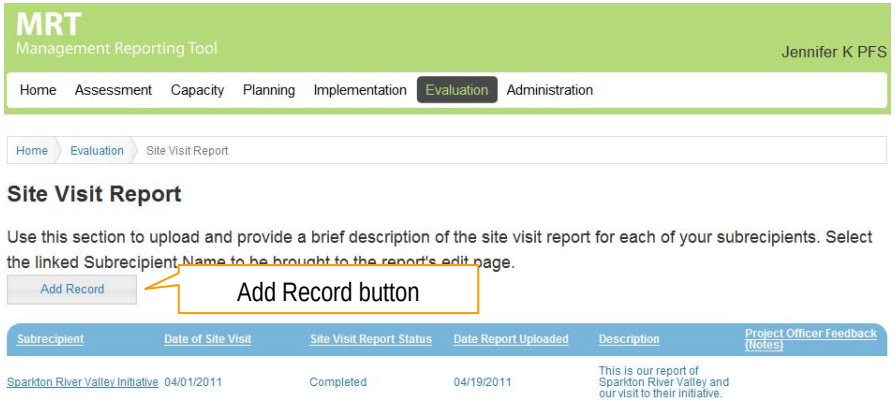
Site Visit Report

The Site Visit Report module allows the user to upload files and describe their visit of a Subrecipient.

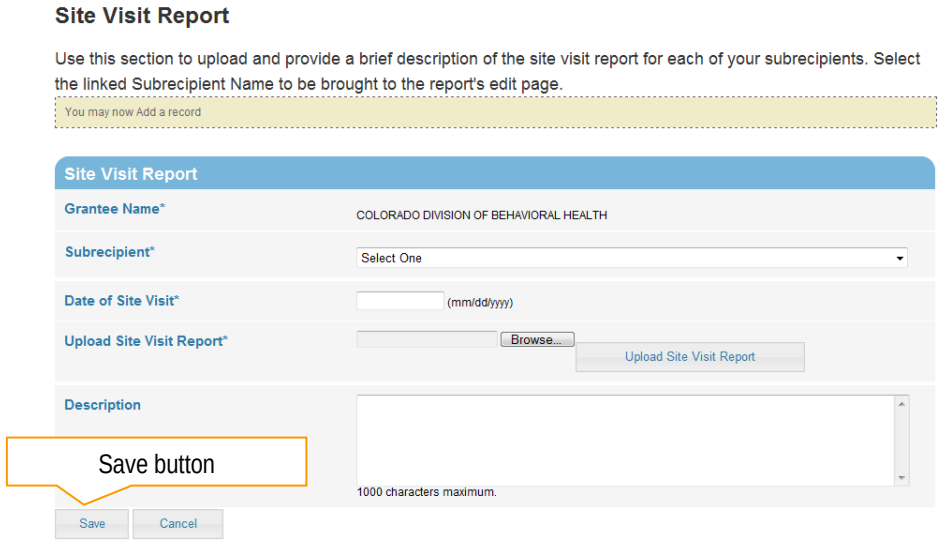
Uploading a Site Visit Report

1. Click **Evaluation** from the Menu.
2. Click **Site Visit Report** from the Evaluation Landing Page.
3. Click the Add Record (**Add Record**) button.



Sample screenshot displaying the Site Visit Report Listing Page

4. Select the Subrecipient that was visited from the **Subrecipient*** dropdown menu.
5. Enter the date the visit occurred in the **Date of Site Visit*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
6. To upload an evaluation report, perform the following steps:
   a. Click the Browse... (**Browse**) button.
   b. Select the document you wish to upload from the **Choose File** window and click the Open (**Open**) button.
   c. Click the Upload Site Visit Report (**Upload Site Visit Report**) button.
   d. The file path will appear next to the **Upload Site Visit Report*** text box.
7. If desired, enter a description of the site visit in the **Description** text box.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


Site Visit Report
Use this section to upload and provide a brief description of the site visit report for each of your subrecipients. Select the linked Subrecipient Name to be brought to the report's edit page.
You may now Add a record
Site Visit Report
Grantee Name*
COLORADO DIVISION OF BEHAVIORAL HEALTH
Subrecipient*
Select One
Date of Site Visit*
(mm/dd/yyyy)
Upload Site Visit Report*
Browse...
Upload Site Visit Report
Description
Save button
1000 characters maximum.
Save
Cancel

Sample screenshot displaying the Site Visit Report Edit Form

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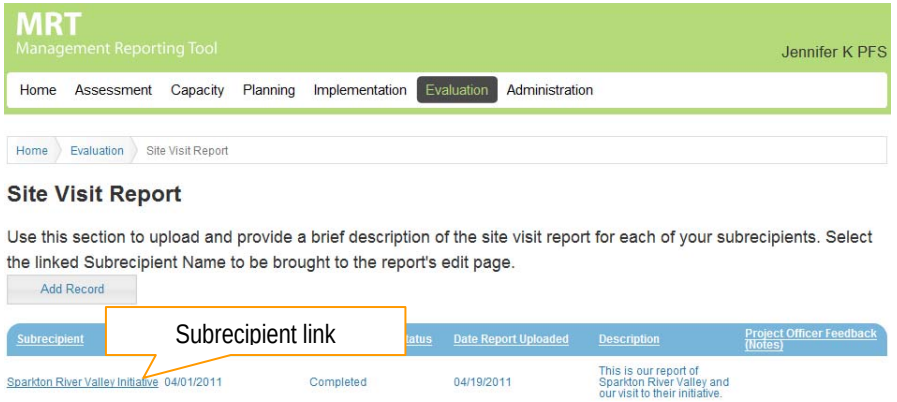
Editing a Site Visit Report

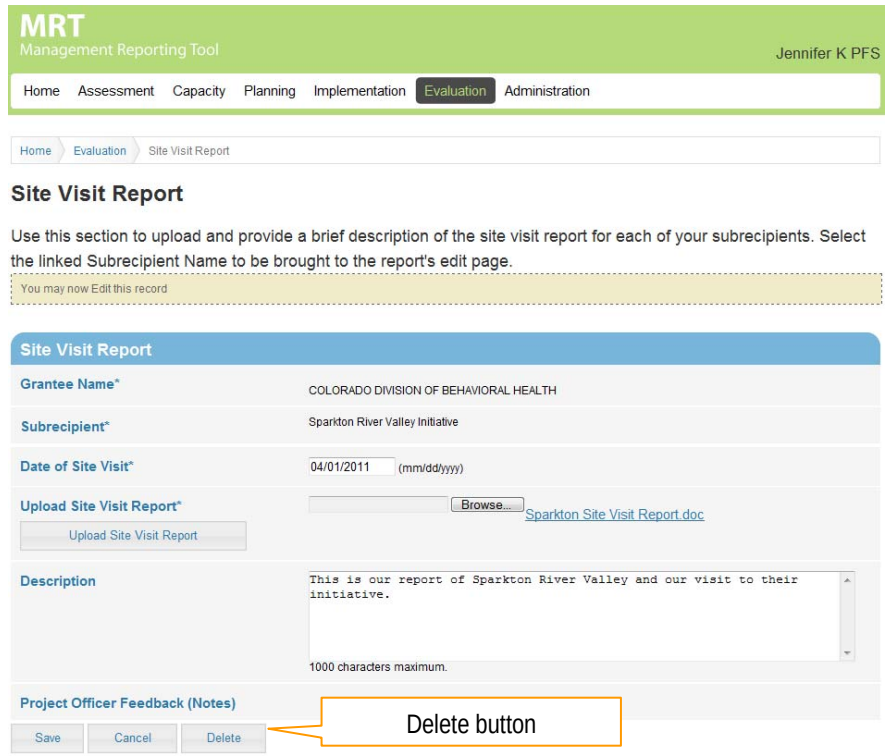
1. Click **Evaluation** from the Menu.
2. Click **Site Visit Report** from the Evaluation Landing Page.
3. From the Listing Page, select the report you wish to edit for by clicking the Subrecipient name.
4. Make any changes needed to the form.
5. Click the Save (Save) button.
   *Note: Click the Cancel (Cancel) button to cancel this entry.


MRT
Management Reporting Tool
Jennifer K PFS
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Evaluation Site Visit Report
Site Visit Report
Use this section to upload and provide a brief description of the site visit report for each of your subrecipients. Select the linked Subrecipient Name to be brought to the report's edit page.
Add Record
Subrecipient
Subrecipient link
Date Report Uploaded
Description
Project Officer Feedback (Notes)
Sparkton River Valley Initiative 04/01/2011
Completed
04/19/2011
This is our report of Sparkton River Valley and our visit to their initiative.

Sample screenshot displaying the Site Visit Report Listing Page

Deleting a Site Visit Report

1. Click **Evaluation** from the Menu.
2. Click **Site Visit Report** from the Evaluation Landing Page.
3. From the Listing Page, select the report you wish to delete by clicking the Subrecipient name.
4. Click the Delete (Delete) button.
   *Note: Click the Cancel (Cancel) button to cancel this entry.
5. The record will be removed from the grid.


MRT
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Jennifer K PFS
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Evaluation Site Visit Report
Site Visit Report
Use this section to upload and provide a brief description of the site visit report for each of your subrecipients. Select the linked Subrecipient Name to be brought to the report's edit page.
You may now Edit this record
Site Visit Report
Grantee Name*
COLORADO DIVISION OF BEHAVIORAL HEALTH
Subrecipient*
Sparkton River Valley Initiative
Date of Site Visit*
04/01/2011 (mm/dd/yyyy)
Upload Site Visit Report*
Browse...
Sparkton Site Visit Report.doc
Upload Site Visit Report
Description
This is our report of Sparkton River Valley and our visit to their initiative.
1000 characters maximum.
Project Officer Feedback (Notes)
Save
Cancel
Delete
Delete button

Sample screenshot displaying the Site Visit Report Edit Form

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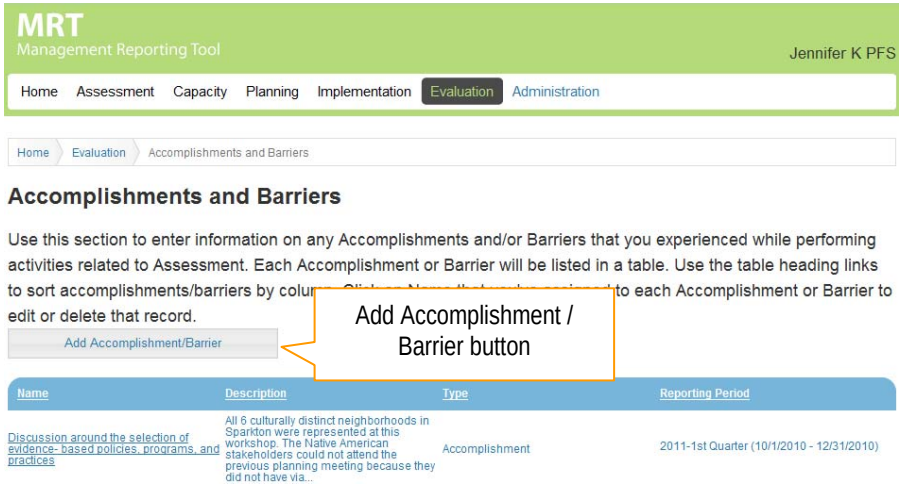
Accomplishments and Barriers

The Accomplishments and Barriers module allows the user to track their accomplishments and barriers related to evaluation.

Adding an Accomplishment or Barrier

1. Click **Evaluation** from the Menu.
2. Click **Accomplishments and Barriers** from the Evaluation Landing Page.
3. Click the Add Accomplishment/Barrier (**Add Accomplishment/Barrier**) button.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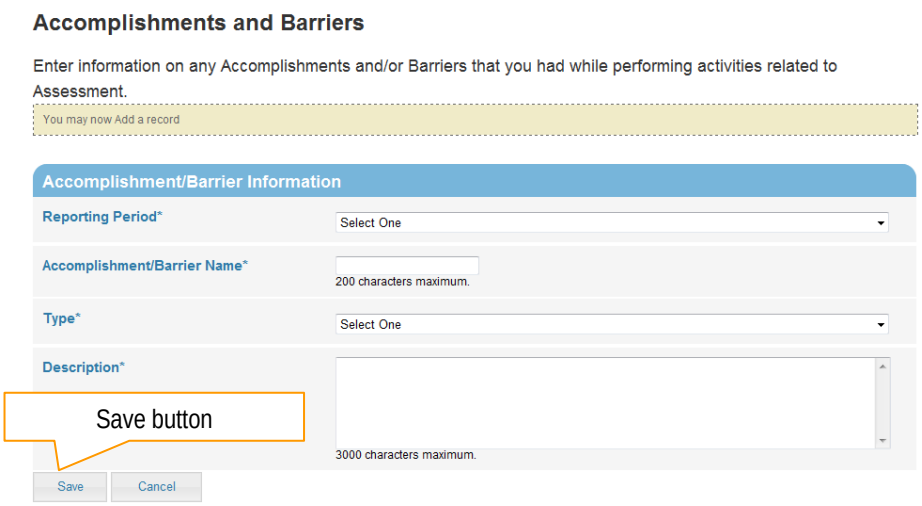
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Accomplishments and Barriers
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Assessment. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by colu
to each Accomplishment or Barrier to edit or delete that record.
Add Accomplishment/Barrier
Add Accomplishment / Barrier button
Name
Description
Type
Reporting Period
Discussion around the selection of evidence- based policies, programs, and practices
All 6 culturally distinct neighborhoods in Sparkton were represented at this workshop. The Native American stakeholders could not attend the previous planning meeting because they did not have via...
Accomplishment
2011-1st Quarter (10/1/2010 - 12/31/2010)

Sample screenshot displaying the Accomplishments and Barriers Listing Page

4. Select the reporting period this accomplishment or barrier occurred in from the **Reporting Period*** dropdown menu.
5. Select a name form the accomplishment or barrier from the **Accomplishment/Barrier Name*** dropdown menu.
6. Select ***Accomplishment*** or ***Challenge/Barrier*** from the **Type*** dropdown menu.
7. Enter details about the accomplishment or barrier in the **Description*** text box.
8. Click the Save (**Save**) button.
   ***Note**: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Accomplishments and Barriers Edit Form

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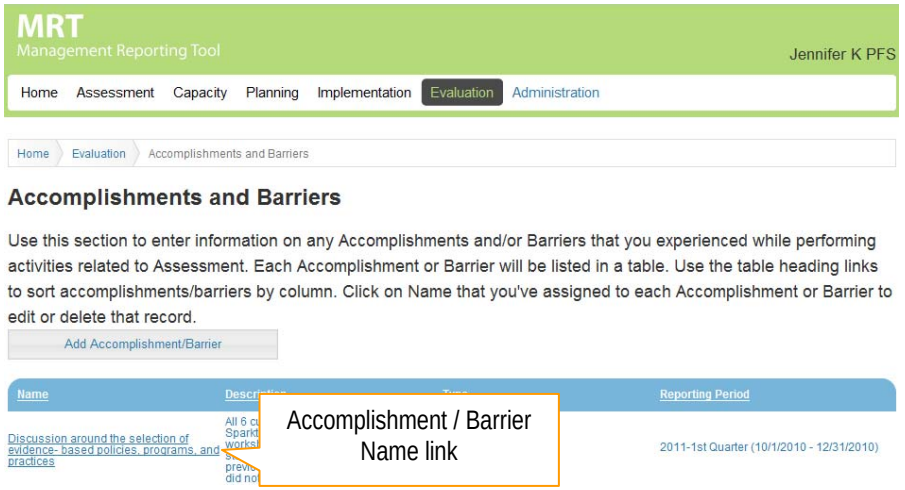
Editing an Accomplishment or Barrier

1. Click **Evaluation** from the Menu.
2. Click **Accomplishments and Barriers** from the Evaluation Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to edit by clicking the appropriate accomplishment/barrier Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.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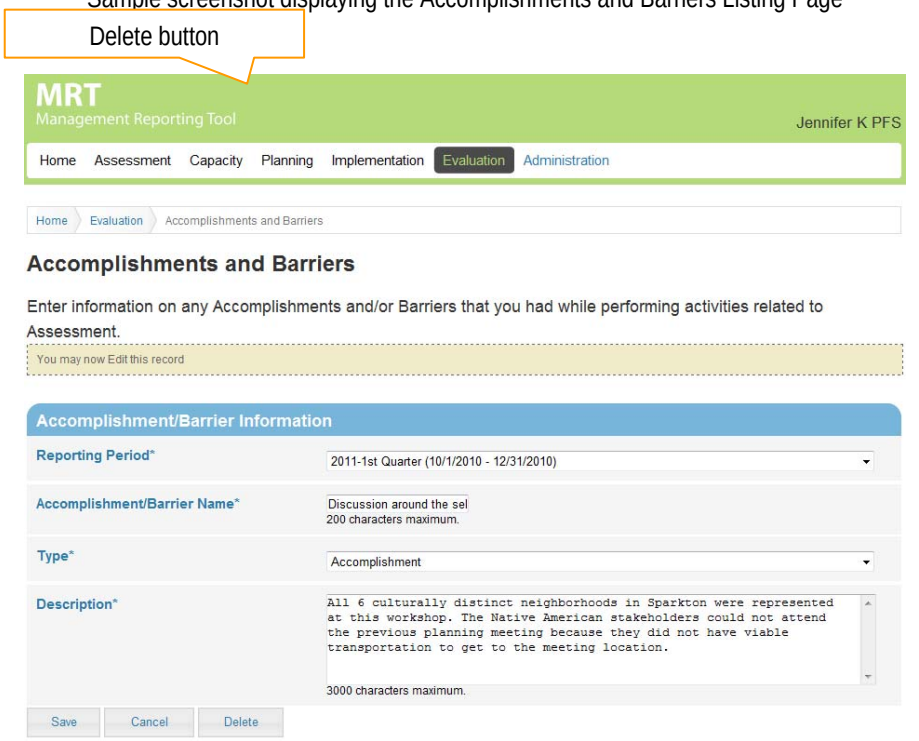
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Accomplishments and Barriers
Accomplishments and Barriers
Use this section to enter information on any Accomplishments and/or Barriers that you experienced while performing activities related to Assessment. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click on Name that you've assigned to each Accomplishment or Barrier to edit or delete that record.
Add Accomplishment/Barrier
Name
Reporting Period
Discussion around the selection of evidence- based policies, programs, and practices
2011-1st Quarter (10/1/2010 - 12/31/2010)
Accomplishment / Barrier Name link

Sample screenshot displaying the Accomplishments and Barriers Listing Page

Deleting an Accomplishment or Barrier

1. Click **Evaluation** from the Menu.
2. Click **Accomplishments and Barriers** from the Evaluation Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to delete by clicking the appropriate accomplishment/barrier Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



Sample screenshot displaying the Accomplishments and Barriers Edit Form

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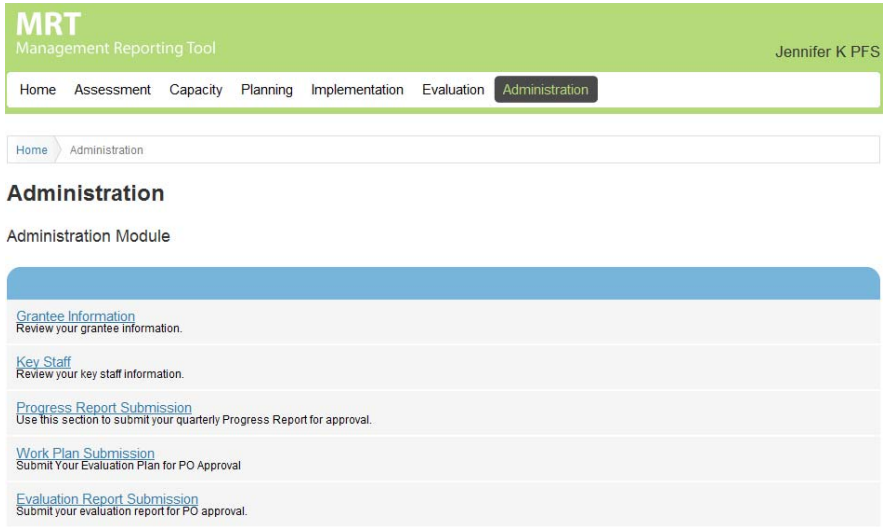
ADMINISTRATION

Within the Administration module, a user is able to perform the following tasks:

1. Review Grantee Information.
2. Review Key Staff.
3. Review and submit the Progress Report.
4. Review and submit the Work Plan Report.
5. Review and submit the Evaluation Report.



Screenshot displaying the Administration Landing Page

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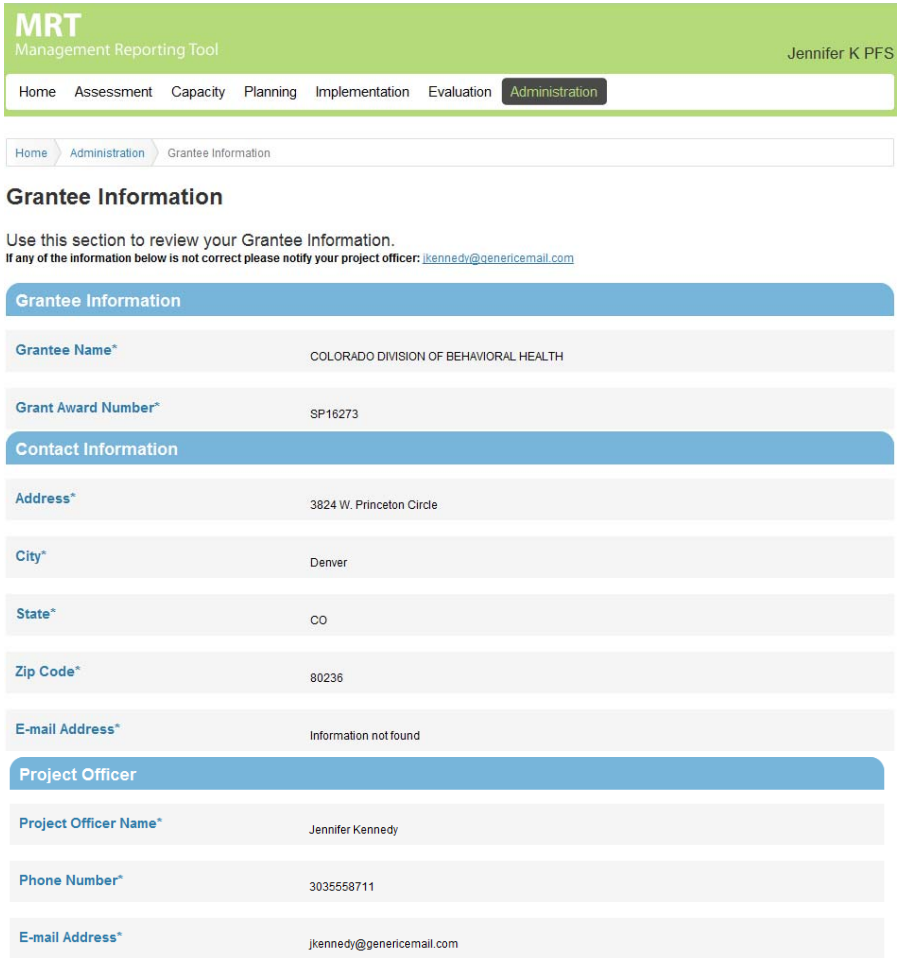
Grantee Information

The Grantee Information module allows the user view details about the grantee.

Viewing Grantee Information

1. Click **Administration** from the Menu.
2. Click **Grantee Information** from the Administration Landing Page.
3. The details of the grantee will display.



Sample screenshot displaying the Grantee Information Listing Page

Tips

- This page is not editable. If you find any errors on this page, please notify your Project Officer by clicking on their email address at the top of the listing page.

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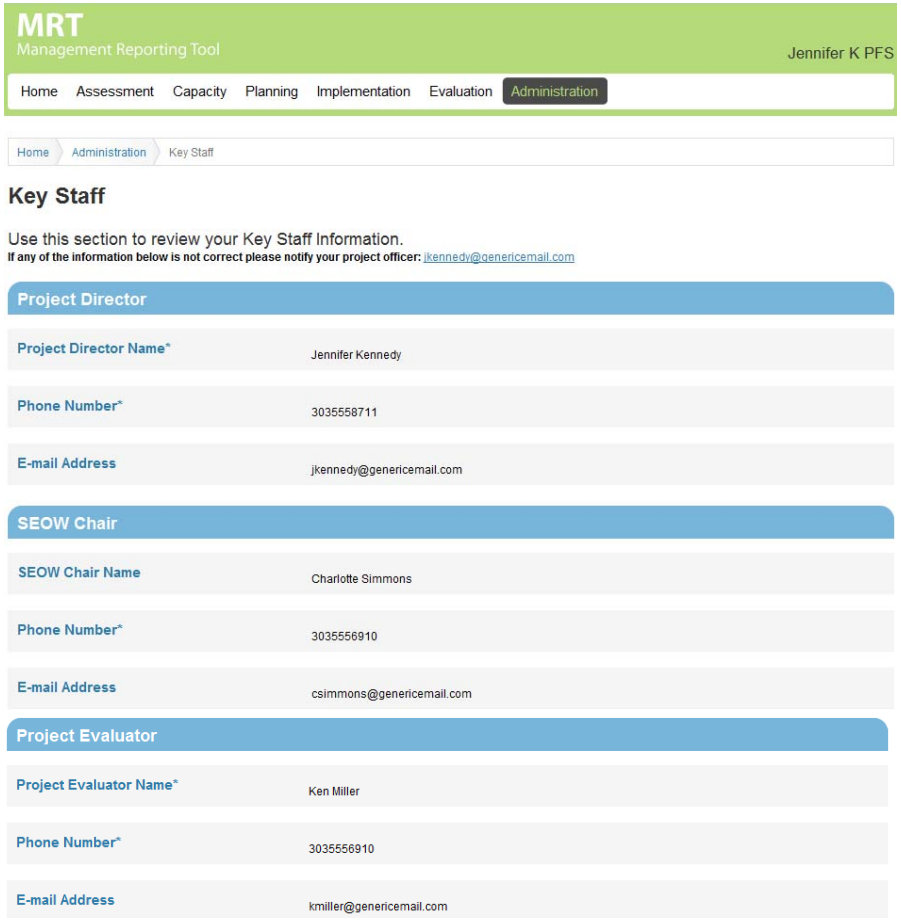
Key Staff

The Key Staff module allows the user to see who the Project Director, SEOW Chair, and Project Evaluator are for their grantee.

Viewing Key Staff

1. Click **Administration** from the Menu.
2. Click **Key Staff** from the Administration Landing Page.
3. The key staff for the grantee will display.



Sample screenshot displaying the Key Staff Listing Page

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Tips

- This page is not editable. If you find any errors on this page, please notify your Project Officer by clicking on their email address at the top of the listing page.

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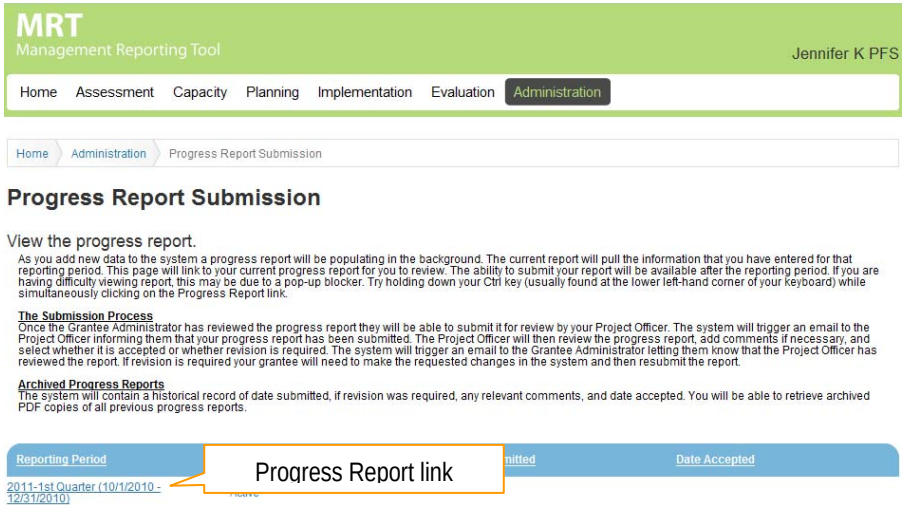
Progress Report Submission

The Progress Report Submission module allows the user to view and submit the quarterly progress report. As you add new data to the system, a progress report will be populating in the background. The current report will pull the information that you have entered for that reporting period.

Viewing the Progress Report

1. Click **Administration** from the Menu.
2. Click **Progress Report** from the Administration Landing Page.
3. From the Listing Page, select the report you wish to edit by clicking the Reporting Period name.
4. A new window will open displaying the progress report.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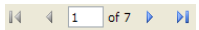
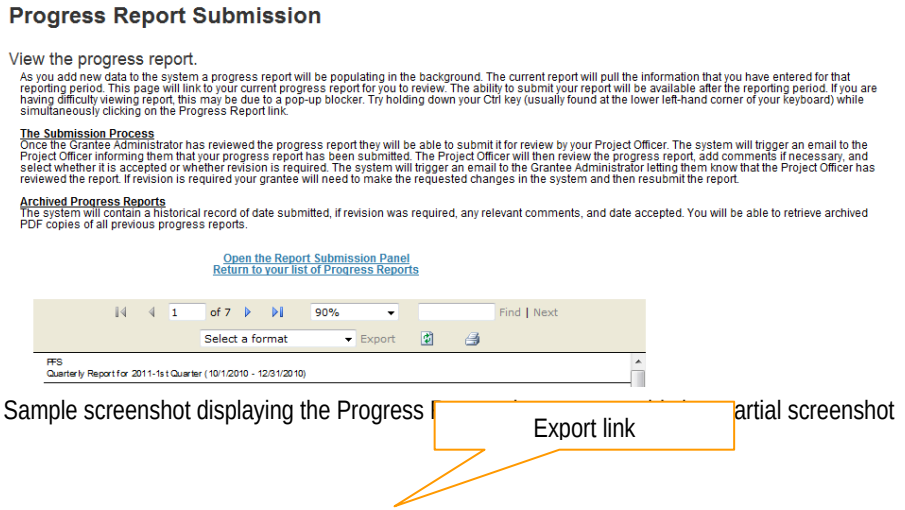
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Administration
Progress Report Submission
Progress Report Submission
View the progress report.
As you add new data to the system a progress report will be populating in the background. The current report will pull the information that you have entered for that reporting period. This page will link to your current progress report for you to review. The ability to submit your report will be available after the reporting period. If you are having difficulty viewing report, this may be due to a pop-up blocker. Try holding down your Ctrl key (usually found at the lower left-hand corner of your keyboard) while simultaneously clicking on the Progress Report link.
The Submission Process
Once the Grantee Administrator has reviewed the progress report they will be able to submit it for review by your Project Officer. The system will trigger an email to the Project Officer informing them that your progress report has been submitted. The Project Officer will then review the progress report, add comments if necessary, and select whether it is accepted or whether revision is required. The system will trigger an email to the Grantee Administrator letting them know that the Project Officer has reviewed the report. If revision is required your grantee will need to make the requested changes in the system and then resubmit the report.
Archived Progress Reports
The system will contain a historical record of date submitted, if revision was required, any relevant comments, and date accepted. You will be able to retrieve archived PDF copies of all previous progress reports.
Reporting Period
Date Accepted
2011-1st Quarter (10/1/2010 - 12/31/2010)
Progress Report link

Sample screenshot displaying the Progress Report Submission Listing Page

5. Click the  (arrows) to maneuver to other pages in the report.
    a. To move to a specific page within the report, type a page number into the text box and click the **Enter** button on your keyboard.
6. The dropdown menu can be used to change the level of magnification of the report.
7. To find a specific word or phrase, enter it into the **Find** text box and click the Find (**Find**) link.
    a. Click the Next (**Next**) link to be taken to the next instance of the word or phrase.
8. To print or save the report you will have to download the report.
    a. To download the report, select the type of file you want from the **Select a format** dropdown menu and click the Export (**Export**) link.


Progress Report Submission
View the progress report.
As you add new data to the system a progress report will be populating in the background. The current report will pull the information that you have entered for that reporting period. This page will link to your current progress report for you to review. The ability to submit your report will be available after the reporting period. If you are having difficulty viewing report, this may be due to a pop-up blocker. Try holding down your Ctrl key (usually found at the lower left-hand corner of your keyboard) while simultaneously clicking on the Progress Report link.
The Submission Process
Once the Grantee Administrator has reviewed the progress report they will be able to submit it for review by your Project Officer. The system will trigger an email to the Project Officer informing them that your progress report has been submitted. The Project Officer will then review the progress report, add comments if necessary, and select whether it is accepted or whether revision is required. The system will trigger an email to the Grantee Administrator letting them know that the Project Officer has reviewed the report. If revision is required your grantee will need to make the requested changes in the system and then resubmit the report.
Archived Progress Reports
The system will contain a historical record of date submitted, if revision was required, any relevant comments, and date accepted. You will be able to retrieve archived PDF copies of all previous progress reports.
Open the Report Submission Panel
Return to your list of Progress Reports
1
of 7
90%
Find | Next
Select a format
Export
PFS
Quarterly Report for 2011-1st Quarter (10/1/2010 - 12/31/2010)
Export link

Sample screenshot displaying the Progress [illegible] artial screenshot

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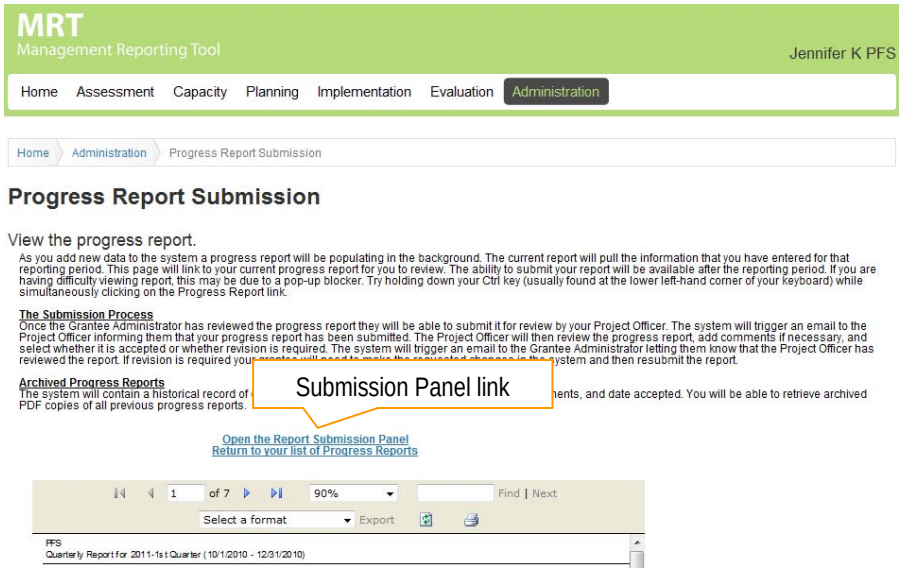
Submitting the Progress Report

1. Click **Administration** from the Menu.
2. Click **Progress Report Submission** from the Administration Landing Page.
3. From the Listing Page, select the report you wish to submit by clicking the Reporting Period name.
4. A new window will open displaying the progress report.
5. Click the Open the Report Submission Panel (**Open the Report Submission Panel**) link.


MRT
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Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Administration
Progress Report Submission
Progress Report Submission
View the progress report.
As you add new data to the system a progress report will be populating in the background. The current report will pull the information that you have entered for that reporting period. This page will link to your current progress report for you to review. The ability to submit your report will be available after the reporting period. If you are having difficulty viewing report, this may be due to a pop-up blocker. Try holding down your Ctrl key (usually found at the lower left-hand corner of your keyboard) while simultaneously clicking on the Progress Report link.
The Submission Process
Once the Grantee Administrator has reviewed the progress report they will be able to submit it for review by your Project Officer. The system will trigger an email to the Project Officer informing them that your progress report has been submitted. The Project Officer will then review the progress report, add comments if necessary, and select whether it is accepted or whether revision is required. The system will trigger an email to the Grantee Administrator letting them know that the Project Officer has reviewed the report. If revision is required your
system and then resubmit the report.
Archived Progress Reports
The system will contain a historical record of
nents, and date accepted. You will be able to retrieve archived PDF copies of all previous progress reports.
Submission Panel link
Open the Report Submission Panel
Return to your list of Progress Reports
1
of 7
90%
Find | Next
Select a format
Export
PFS
Quarterly Report for 2011-1st Quarter (10/1/2010 - 12/31/2010)

Sample screenshot displaying the Progress Report view screen – this is a partial screenshot

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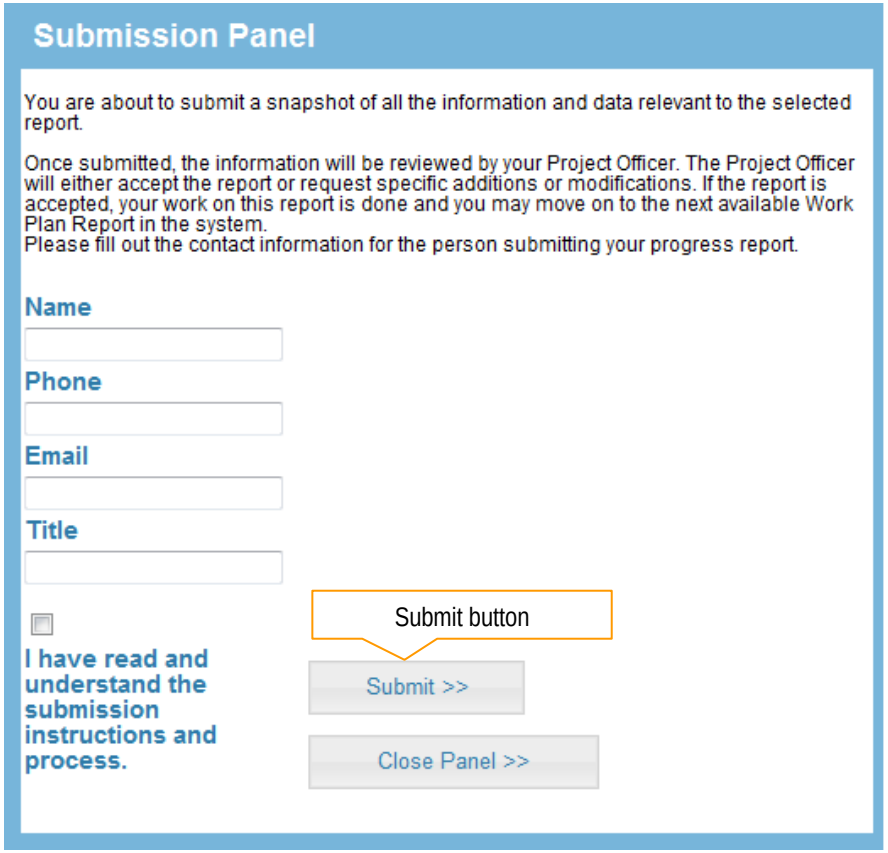
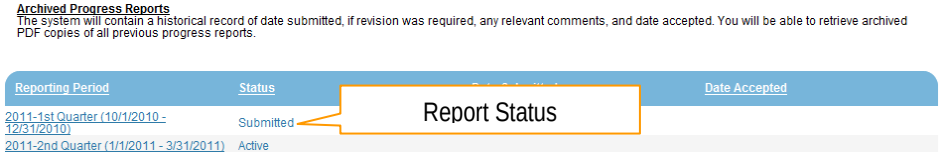
6. Enter the contact information of the person submitting the report in the following fields: **Name**, **Phone**, **Email**, and **Title**.
7. Use the **I have read**... checkbox to indicate you understand the submission process.
8. Click the Submit >> (**Submit**) button to submit the report.
   *Note: Click the Close Panel >> (**Close Panel**) button to cancel the submission.

*Note: Once the Submit button is selected, an email will be sent to the Contact person specified as well as the Project Officer of the Grant.


Submission Panel
You are about to submit a snapshot of all the information and data relevant to the selected report.
Once submitted, the information will be reviewed by your Project Officer. The Project Officer will either accept the report or request specific additions or modifications. If the report is accepted, your work on this report is done and you may move on to the next available Work Plan Report in the system.
Please fill out the contact information for the person submitting your progress report.
Name
Phone
Email
Title
I have read and understand the submission instructions and process.
Submit button
Submit >>
Close Panel >>

Screenshot displaying the Progress Report Submission Panel

9. The progress report **Status** will change to ***Submitted***. The **Date Submitted** column will populate with the date the report was sent to the Project Officer and a new link to the next progress report will appear.


Archived Progress Reports
The system will contain a historical record of date submitted, if revision was required, any relevant comments, and date accepted. You will be able to retrieve archived PDF copies of all previous progress reports.
Reporting Period
Status
Date Accepted
2011-1st Quarter (10/1/2010 - 12/31/2010)
Submitted
2011-2nd Quarter (1/1/2011 - 3/31/2011)
Active
Report Status

Sample screenshot displaying a submitted report on the Progress Report Listing Page

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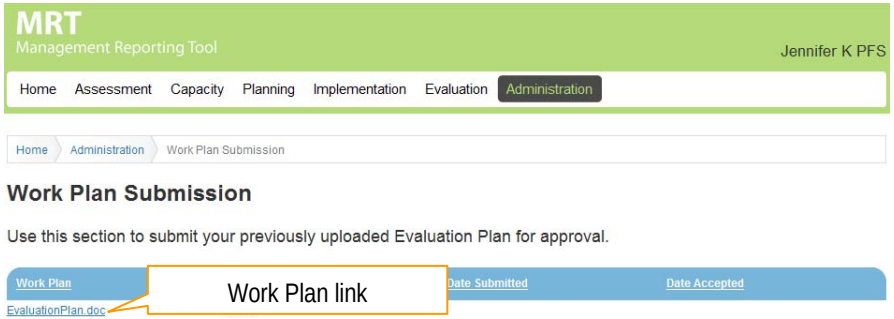
Work Plan Submission

The Work Plan Submission module allows the user to submit the evaluation plan that was uploaded in the Evaluation Plan module.

Submitting the Work Plan

1. Click **Administration** from the Menu.
2. Click **Work Plan Submission** from the Administration Landing Page.
3. From the listing page, select the work plan you wish to submit by clicking the Work Plan name.



Sample screenshot displaying the Work Plan Submission Listing Page

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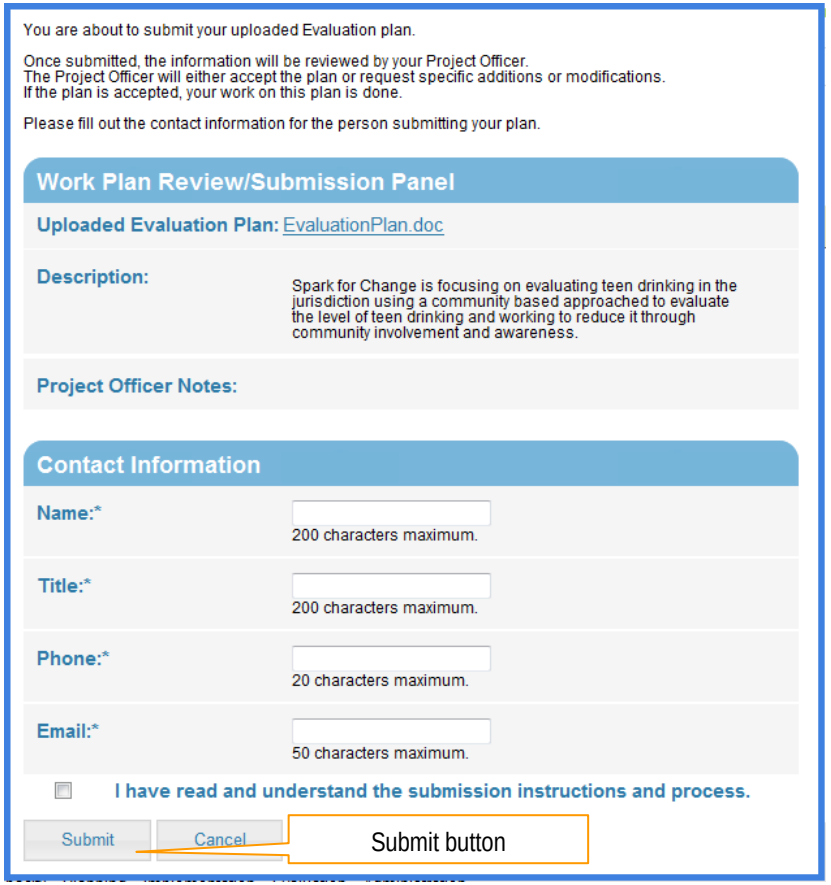
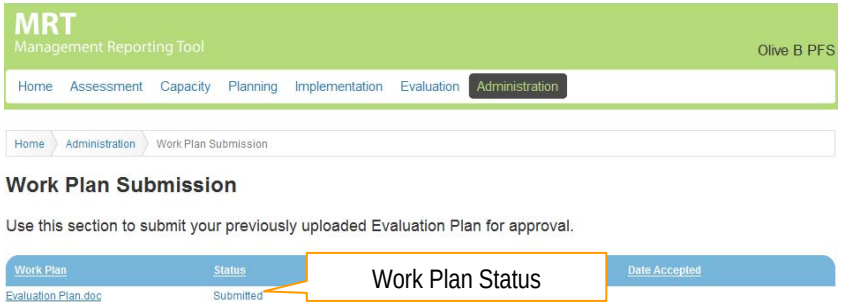
4. Enter the contact information of the person submitting the work plan in the following fields: **Name**, **Phone**, **Email**, and **Title**.
5. Use the **I have read**... checkbox to indicate you understand the submission process.
6. Click the Submit (**Submit**) button to submit the work plan.
   *Note: Click the Cancel (**Cancel**) button to cancel the submission.

*Note: Once the Submit button is selected, an email will be sent to the Contact person specified as well as the Project Officer of the Grant.


You are about to submit your uploaded Evaluation plan.
Once submitted, the information will be reviewed by your Project Officer.
The Project Officer will either accept the plan or request specific additions or modifications.
If the plan is accepted, your work on this plan is done.
Please fill out the contact information for the person submitting your plan.
Work Plan Review/Submission Panel
Uploaded Evaluation Plan: EvaluationPlan.doc
Description:
Spark for Change is focusing on evaluating teen drinking in the jurisdiction using a community based approached to evaluate the level of teen drinking and working to reduce it through community involvement and awareness.
Project Officer Notes:
Contact Information
Name:*
200 characters maximum.
Title:*
200 characters maximum.
Phone:*
20 characters maximum.
Email:*
50 characters maximum.
I have read and understand the submission instructions and process.
Submit
Cancel
Submit button
Screenshot displaying the Work Plan Submission Panel

7. The work plan **Status** will change to ***Submitted*** and the **Date Submitted** column will populate with the date the work plan was sent to the Project Officer.



Sample screenshot displaying the Work Plan Submission Listing Page

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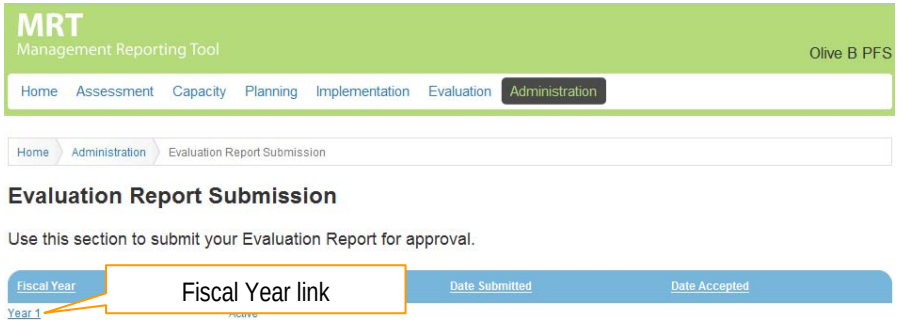
Evaluation Report Submission

The Evaluation Report Submission module allows the user to submit the evaluation report that was uploaded in the Evaluation Report module.

Submitting the Evaluation Report

1. Click **Administration** from the Menu.
2. Click **Evaluation Report Submission** from the Administration Landing Page.
3. From the listing page, select the report you wish to submit by clicking the Fiscal Year name.



Sample screenshot displaying the Evaluation Report Submission Listing Page

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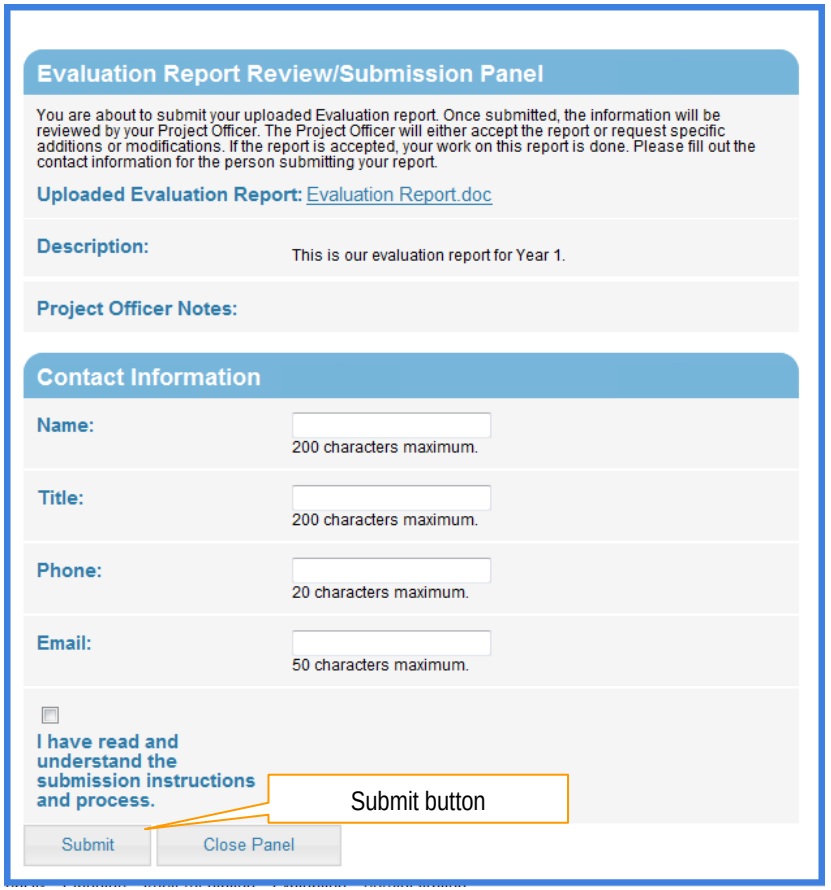
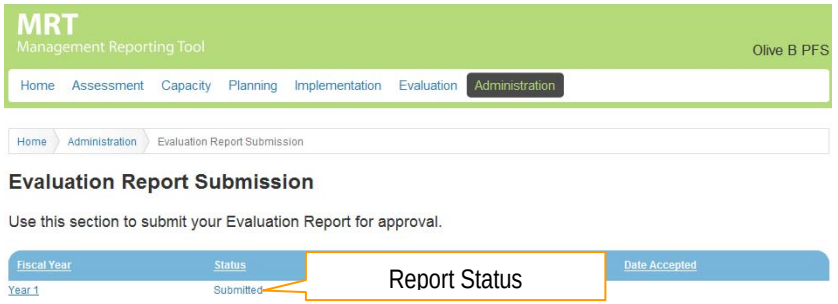
4. Enter the contact information of the person submitting the report in the following fields: Name, Phone, Email, and Title.
5. Use the I have read… checkbox to indicate you understand the submission process.
6. Click the Submit (Submit) button to submit the report.
   *Note: Click the Close Panel (Close Panel) button to cancel the submission.

*Note: Once the Submit button is selected, an email will be sent to the Contact person specified as well as the Project Officer of the Grant.


Evaluation Report Review/Submission Panel
You are about to submit your uploaded Evaluation report. Once submitted, the information will be reviewed by your Project Officer. The Project Officer will either accept the report or request specific additions or modifications. If the report is accepted, your work on this report is done. Please fill out the contact information for the person submitting your report.
Uploaded Evaluation Report: Evaluation Report.doc
Description:
This is our evaluation report for Year 1.
Project Officer Notes:
Contact Information
Name:
200 characters maximum.
Title:
200 characters maximum.
Phone:
20 characters maximum.
Email:
50 characters maximum.
I have read and understand the submission instructions and process.
Submit button
Submit
Close Panel

Screenshot displaying the Evaluation Report Submission Panel

7. The report Status will change to *Submitted* and the Date Submitted column will populate with the date the report was sent to the Project Officer.



Sample screenshot displaying the Evaluation Report Submission Listing Page

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